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The GREGG WRITER

A
MONTHLY MAGAZINE
DEVOTED TO
SHORTHAND, TYPEWRITING
AND COMMERCIAL
EDUCATION

LIBRARY OF CONGRESS
AUG 7 1912
PERIODICAL

VOL. XIV No. 12 AUGUST 1912

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Make your selection—and send your remittance to-day, indicating whether it is a new subscription or a renewal. Only a limited number of premiums have been allotted for this offer.

The Gregg Writer <u>Subscription Department</u> **Chicago**

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The Gregg Writer

Vol. XIV CHICAGO, AUGUST 15, 1912 No. 12

Japanese Shorthand

The article by Professor Edward Gauntlett, F. R. G. S., of the Higher Commercial School of Yamaguchi, Japan, is decidedly "out of the ordinary," and, we feel sure, will be interesting to all of our readers. We have had much correspondence in shorthand with Professor Gauntlett and have been impressed with his modesty, sincerity, kindliness, and high sense of justice. His modesty is well illustrated by the fact that in this article he does not mention that in recognition of his merits, the Emperor of Japan conferred upon him the Fifth Class Order of the Rising Sun—a very unusual distinction.

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ALMOST twenty-two years have passed since I first set foot in this Land of the Rising Sun, and a great many changes have taken place in many ways since that time. But it is not my intention to tell much about the country, as it has been written up so often that most people are tired of the subject—and, unfortunately, often very badly written up by people who have spent not more than a few months in the place!

When I first arrived in the capital, Tokyo, I was set to work in teaching in one of the Government colleges, the Higher Commercial School, in Tokyo, and my work has been of the same kind ever since, though the schools have not always been the same. Soon after my arrival people came to me and said: "Can you teach shorthand?" I was obliged to confess that I could not, but as the questions were so frequent I sent to London for a set of Pitman's books, and set to work to review what I had learnt a few years before, and was soon in possession of sufficient knowledge of the subject to warrant my starting classes. I kept at the work until I was able to report, and on a few occasions was paid at the rate of about $35 an hour (U. S. money), simply because there was no one else available for the work. Next I took the shorthand examination set by Pitman's firm and the Incorporated Phonographic Society, etc., and gained their certificates.

However, I knew nothing of Japanese shorthand. I began to make inquiries, and found that there were a few systems, but the majority of them were almost identical. There was a system compiled by Baron Kanda, and another by a Mr. Hayashi, which were original, but all the others were founded on one invented by Mr. Minamoto, who himself got his ideas from Pitman's system. The schemes of these systems were ingenious, but the outlines were rather too long for rapid work, and so I, being young and inexperienced, set to work to invent another and *better* system! "The Japanese language," thought I, "is simple enough in its sounds, and the formation of a system of shorthand for it ought to be easy." But it was almost six years later

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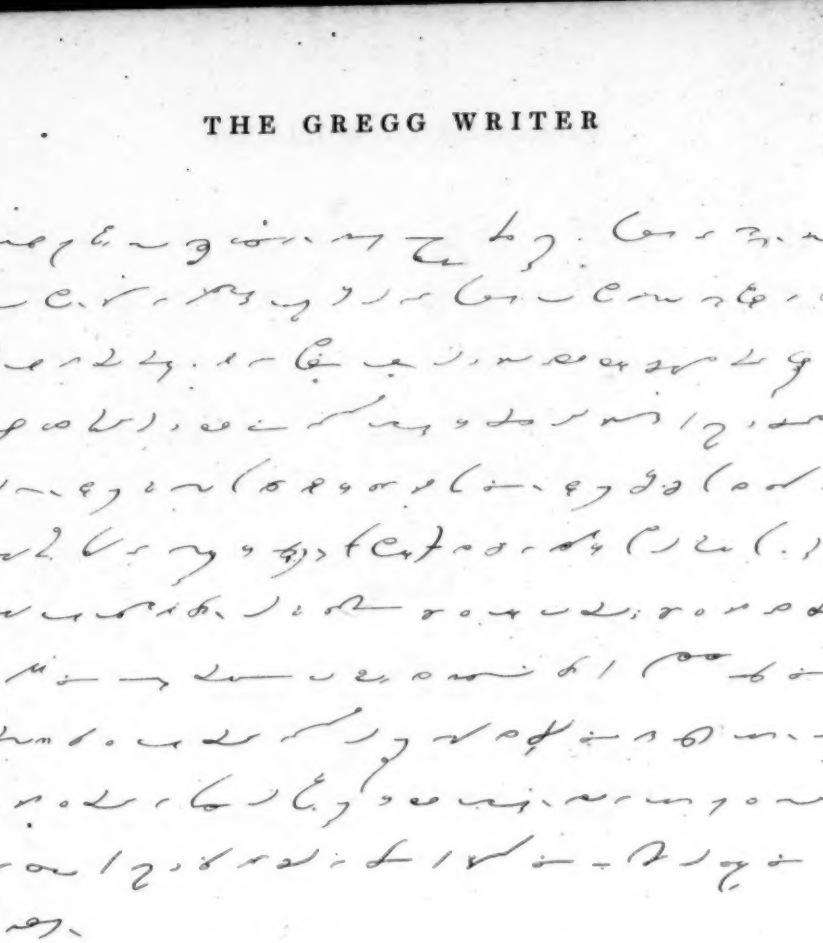
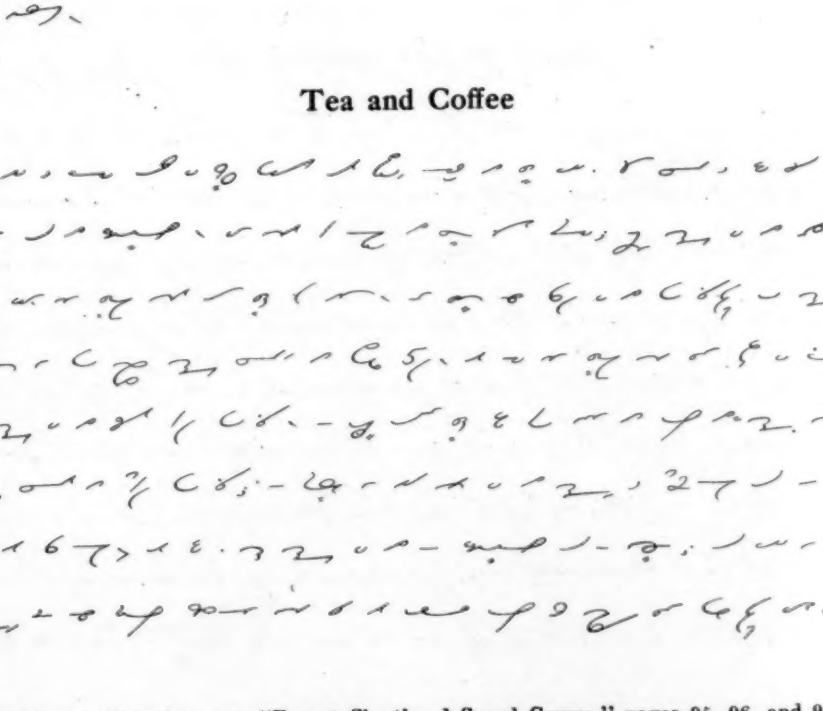


Tea and Coffee



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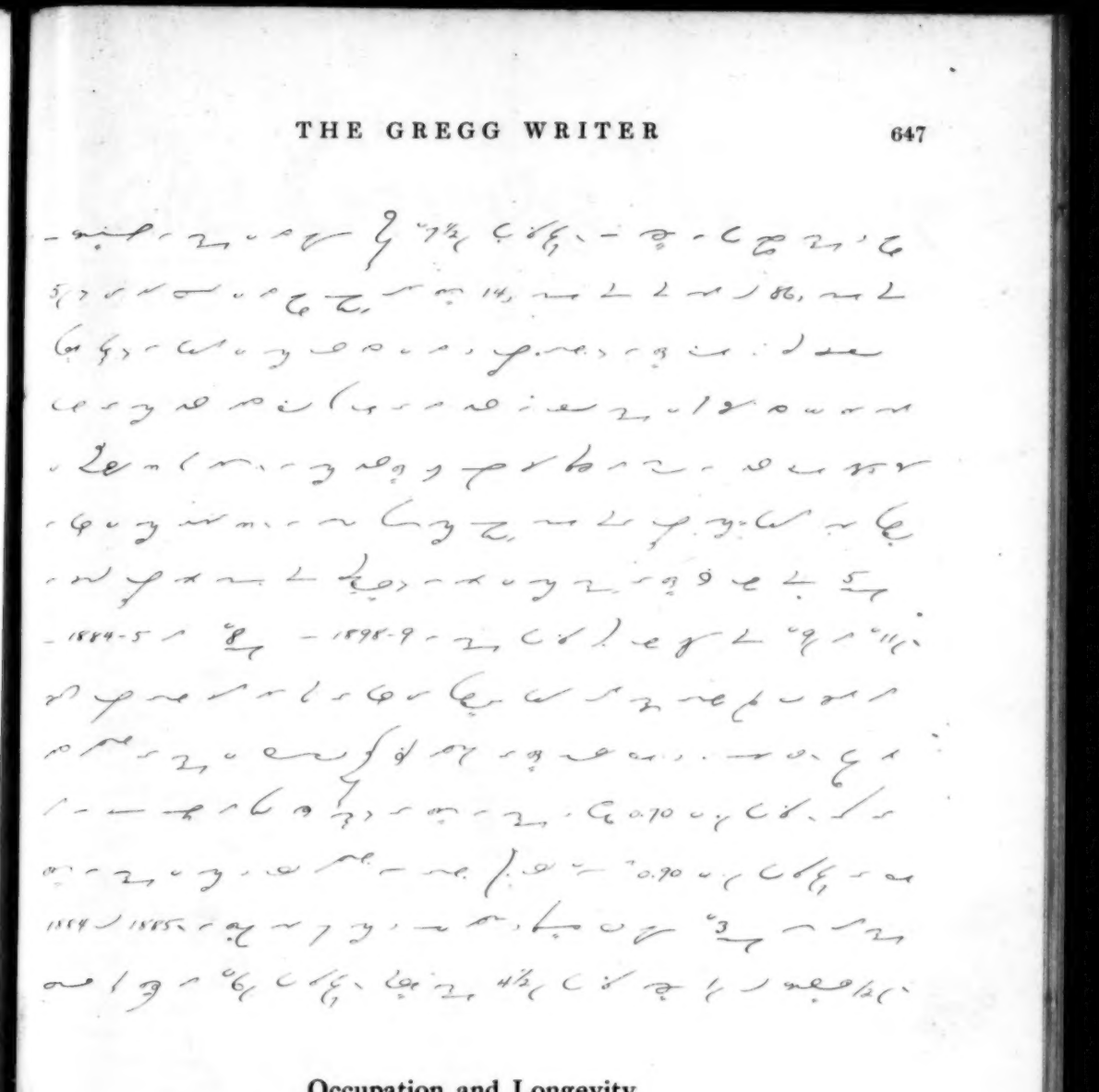

Occupation and Longevity

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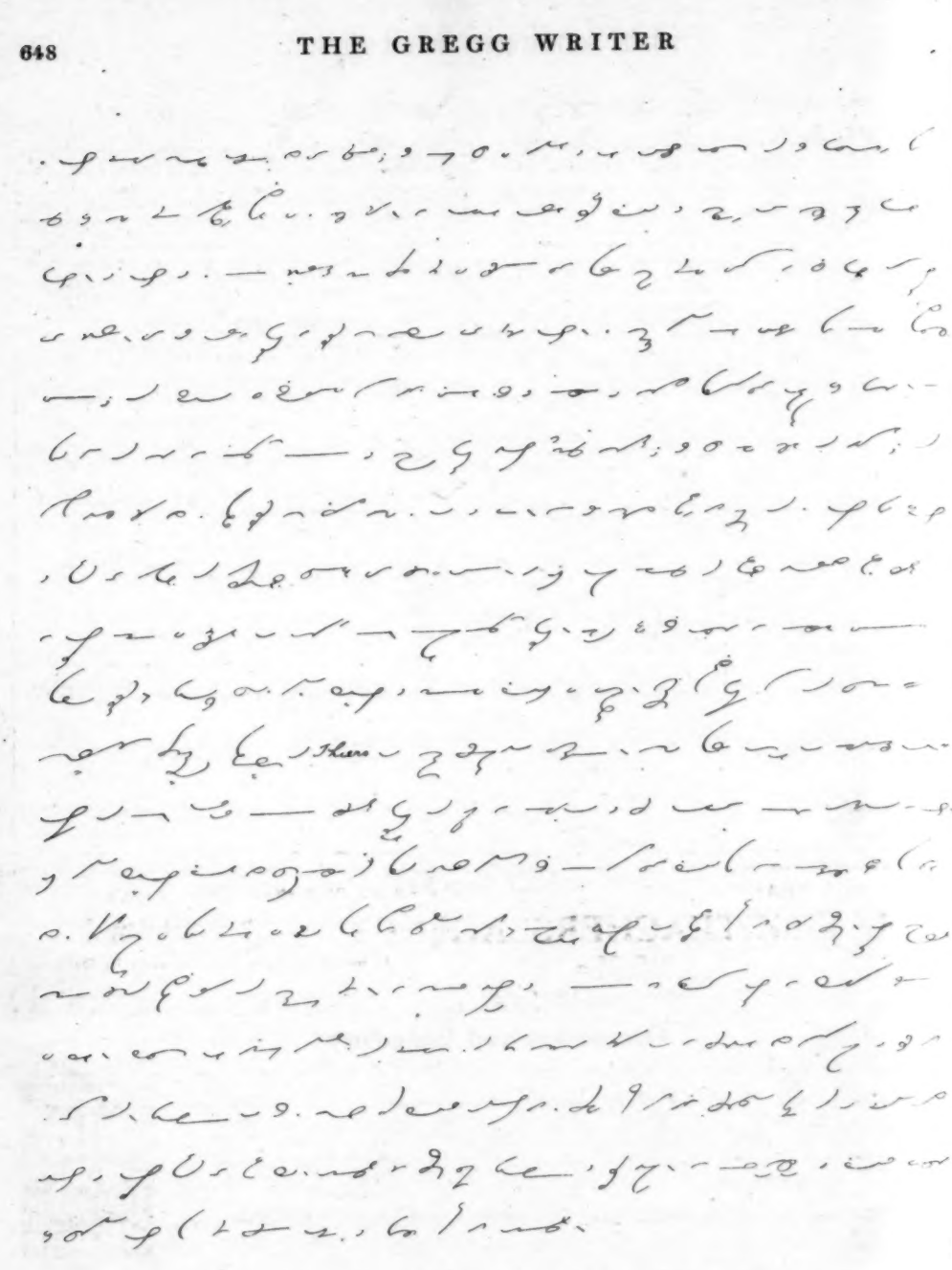

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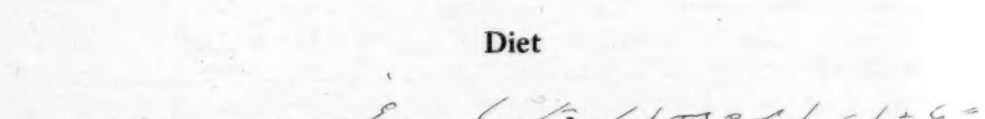

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that my system was first published. It had been a much greater task than I had expected. Though the Japanese language consists of simple sounds—somewhat like Italian—consonants and vowels occurring alternately, the vowels are of such importance that they could not be left out as is done in the English Pitmanic systems. Probably most of the readers of your excellent magazine know enough of the Pitmanic systems to know that if they write *t-l* there is very little difficulty in reading the word, the vowels being indicated to some extent by position; but in Japanese it would be quite different. For instance, *k-k* would stand for *kaku*, *kiku*, *koku*, *kaki*, *kiki*, *kuki*, *koki*, *kaké*, *koké*, *kiké*, *kako*, *kiko*, *koko*, *kōkō*, etc., etc., each being a very common word. So in the end the circles, hooks, and loops of Pitman's system were used for vowel combinations. Position writing I did away with in its ordinary sense, though two positions were utilized, above the line for all ordinary writing, and through the line for all contractions—a principle not hard to remember.

Mr. Gauntlett with His Daughters

In the preface to the first edition of my book, mention was made of Minamoto's and other systems, and they were spoken well of, for I still think that they were very cleverly constructed, especially for a people like the Japanese, who for centuries have had practically no alphabet in common use. The modern Japanese alphabet is really a syllabary, and is, except in telegrams and one or two other cases, never used alone, but only to show the terminations of verbs, post-positions, conjunctions, etc. But the interesting point was that some of these good gentlemen whose systems I had spoken well of chose to write in the papers against mine! Of course no answer was ever given to their remarks, though one of my pupils told me that he had challenged a writer to a contest with him, with the result that the challenger came out first.

This is all too personal, and I should like, for the encouragement of those in your country who are learning shorthand, to tell what one of my pupils did.

I was, at the time, holding a shorthand class in my house in the city of Okayama. One evening a young man came to me, and the following conversation—as nearly as I can remember—took place:

"I should like to learn shorthand, sir, and hearing that you had a class here, have come to ask if you would teach me; but I must tell you that I am quite too poor to pay."

"Well, my rule about payment is very strict. There are many who want to be taught free of charge. It doesn't pay. In fact, it is now my rule to ask my pupils to pay a double fee, engaging to return half if they get their diplomas at the end of a certain time."

"I will promise sincerely to come regularly and study hard if you will teach me."

"Well, as you seem very earnest, I will think about it. What school do you attend?"

"I do not go to school at all. I went to the Middle School in this city for two years and a half, but had to give it up, for about that time my father died, and we have been very poor ever since."

"Come to me this day week, and I will

give you my answer. In the meantime I will think about it."

He thanked me and departed. The result of my inquiries at the school was that he had been a very good and steady student, and that they felt very sorry when he was obliged to leave on account of poverty. So an exception was made in his case, and he learned shorthand. He was the first of my pupils who answered every question at the examination without a single mistake, and the quickest, with perhaps one exception, in getting up speed. He soon got a position, though a poor one, in the railway station; a little later, he got a better position in Tokyo on the staff of a popular magazine. A few years ago he took the examination for admission to the Houses of Parliament as a reporter. There were fourteen stenographers required out of seventy-two candidates. Of these candidates, only a few besides my pupil, were entering for the first time, the others all having tried before, some even five, six, and seven times. My pupil was the only candidate writing my little-known system. He wrote to me saying that he felt a little anxious about the matter; and, to tell the truth, I felt anxious myself, not on account of his shorthand writing, but because of his limited education in general. However, he had kept up his studies by night, buying books whenever he had a little money to spare. A few days later I received a telegram from him saying that he had succeeded and had gained the first place. He is still working as reporter in the Houses of Parliament in Tokyo. When Parliament is not in session he does other work; and not long ago a gentleman connected with the Imperial University at Kyoto paid me a visit, and mentioned casually that he had employed this young man for a month or two to take down his speeches and notes while on a scientific tour, and was astonished at his ability.

One of his good qualities, and by no means the least, is his great care in business detail. He is not the kind of man to send a letter with insufficient stamps on the envelope, or to forget to sign his name, or to forget to return a loan, however small.

There is no reason why, in the case of Gregg Shorthand, everyone should not succeed; for the system is much easier than the Pitmanic, and certainly easier than my Japanese adaptation of Pitman's.

Though I am a writer of Pitman's system, and can write it more easily than longhand, and read it quite as easily, and think very highly of it, I cannot help admiring the Gregg system, as it has been developed during the last seven or eight years. To be quite frank, I commenced to learn the Gregg system some ten years ago, but did not make much of it then; but noting the improvements that have been made in it, and how it has developed naturally, I made up my mind to master it, and did so, though I am a much older man than even Mr. Ledford (with apologies!) whose portrait appears in the last September number of your magazine. I am not the man to speak badly of Gregg shorthand because I happen to have Pitman's at my fingers' ends, or to run down Pitman because I have learned Gregg. There is a place for all good shorthand, and I wish success to all.

My eldest child has learned Pitman, and she writes it excellently, so I would not let her change; but as Gregg takes much less time, I shall let my other children learn it.

"PROGRESS depends upon what we are, rather than what we may encounter. One man is stopped by a sapling lying across the road; another, passing that way, picks up the hindrance and converts it into a help in crossing the brook just ahead. We are too apt to think that our progress in a given case will depend solely upon the obstacles we may run against. It is more likely to depend upon what runs against the obstacles."

Convention of the National Commercial Teachers' Federation

Spokane, Wash., July 15-18, 1912

Federation Officers

President: F. M. Van Antwerp, Louisville, Ky.
First Vice-President: F. B. Bridges, Oakland, Cal.
Second Vice-President: Frances Effinger-Raymond, San Francisco, Cal.
Secretary: Walter E. Ingersoll, Spokane, Wash.
Treasurer: C. A. Faust, Chicago, Ill.
Next Place of Meeting: Chicago, Ill.—June, 1913.

Shorthand Section

President: C. V. Crumley, Seattle, Wash.
Vice-President: Hazel Worswick, Salt Lake City, Utah.
Secretary: Mary E. Cherry, Findlay, Ohio.
Member Executive Board: Elsie M. Johnston, Elyria, Ohio.

High School Section

President: W. E. Haeseler, Spokane, Wash.
Vice-President: Raymond G. Laird, Boston, Mass.
Secretary: Fannie B. Porch, Kankakee, Ill.
Member Executive Board: J. S. Curry, Cleveland, Ohio.

Penmanship Section

President: M. A. Adams, Marietta, Ohio.
Vice-President: E. G. Miller, Omaha, Nebr.
Secretary: V. E. Madray, Butte, Mont.

Business Section

Officers to be appointed.

Managers' Section

President: Morton MacCormac, Chicago, Ill.
Vice-President: W. A. Long, Portland, Ore.
Secretary-Treasurer: P. S. Spangler, Pittsburgh, Pa.
Member Executive Board: F. B. Bridges, Oakland, Cal.

The Federation Epitomized

THIS was the first convention held by the N. C. T. F. west of St. Louis, and, while the attendance was not so large as at previous meetings, much good work was accomplished.

The convention concluded one day earlier than scheduled, winding up everything on Thursday evening, instead of on Friday. The regular sessions of the Federation began Monday evening, and were presided over by Mr. H. C. Blair, president of Blair's Business College. After the invocation and delightful music, addresses of welcome were made by Mayor W. J. Hindley, an eloquent and enthusiastic speaker, by Mr. E. P. Green, representing the public schools, and by Mr. C. F. Beutel, representing the private schools. The response was made by Mr. E. E. Gaylord, of Beverly, Mass.

F. M. Van Antwerp
President, N. C. T. F., 1912-13

President MacCormac's Address

The evening session was featured by the

address of President Morton MacCormac, of the MacCormac School, Chicago. Mr. MacCormac told of some of the accomplishments of the last year, and in his annual message urged this propaganda:

That an organizer be appointed for each state.

That the course be broadened so that commercial students should develop an interest in men, affairs and government, aside from a purely vocational pursuit.

That the public school authorities in all branches should furnish means of teaching commercial lines, and that the private school managers should co-operate with them.

That the state should exercise supervision over commercial schools, inquiring into the manners and facilities for teaching and the general character of the schools.

Mr. MacCormac earnestly declared:

I desire to protest against that school that advertises or advocates mushroom courses of training, which guarantees positions or solicits the children before they complete their grade work.

Mr. MacCormac has for a hobby the subject of raising the standard of agriculture and encouraging the "back-to-the-farm" movement. He went into the subject quite fully.

Is it not true that our business colleges have been sapping from the farm much of the best blood of the land, and thereby "perishing from the earth" one who would have been a producer of our wealth? Have we not made of this embryo, not a man full-fledged and of proper stature, but a mere clerk who has regulated, perchance, the accounts in the elevator, while his parents at home, who really needed his service, are endeavoring by a struggle to gain a mere pittance from the soil?

MORTON MACCORMAC
President, N. C. T. F., 1910-1912

It was a source of regret to the members of the convention that Governor Hays was unable to be present, but he was represented in a delightful manner by Mr. H. C. Sampson, one of Spokane's influential business men.

After the usual reports and appointments of committees, the Federation was adjourned to meet Tuesday afternoon.

Tuesday Afternoon

Tuesday was Chamber of Commerce day, and a luncheon was served by the Club to the visiting delegates. Several after-dinner talks were given, all full of the generous spirit of welcome for which the great northwest is celebrated.

At the afternoon session, Secretary Van Antwerp and Treasurer Faust made their reports. Both reports showed that the convention was growing so rapidly in its progressive work and systematic management that either there must be a search warrant sent out for delinquent members or the fees increased.

Mr. Z. P. Smith, of the Berkeley Business College, Berkeley, Cal., arrived just in time to give some practical suggestions on "Co-operation," justifying the title of his paper by telling how they did things in his school in the glorious college atmosphere of his incomparable city. In his talk Mr. Smith outlined a plan for making the standard price of tuition to business colleges $15.00 per month, or a term of six months with only $75.00 cost to the pupil.

"We can co-operate without forming any combination," was the statement of Raymond G. Laird, principal of the Boston High School of Commerce. "Of course, I am not affected by the situation. Let us deliver the goods, encourage a higher and broader business education, and we will get a fair return." Applause greeted Mr. Laird's statement. The subject was further discussed by Mr. H. C. Blair, of Spokane.

The convention noted with regret the absence of those two valuable men, Mr. B. F. Williams, of Des Moines, Iowa, and Mr. I. N. Walker, of Portland, Oregon, whose advertised addresses would have contained valuable suggestions. Ex-Secretary of the Spokane Chamber of Commerce, Mr. R. J. MacLean, substituted a practical talk, which gave one hundred reasons why we should remain in the Inland Empire.

Banquet

One hundred and fifty guests were seated Tuesday evening at a banquet which the Spokane Chamber of Commerce tendered the visiting commercial teachers in the Moorish room of the Spokane Hotel. Enthusiasm for Spokane and praise of its surrounding country was voiced by each of the visitors who spoke during the evening.

F. B. Bridges
First Vice-Pres., N. C. T. F.

Mr. F. R. Culbertson acted as toastmaster, and Mr. R. J. MacLean, former secretary of the Chamber of Commerce, gave a short address of welcome, which was responded to by President Morton MacCormac. He was followed by H. A. Hagar, C. V. Oden and Raymond P. Kelley, all of whom spoke in glowing terms of Spokane as a convention city.

The whole program of after-dinner speeches contained not one dull or long harangue. The women (for this is a woman's state) were given full recognition, being represented by Mrs. Raymond, Miss Dearborn and others. Their brief, witty, crisp speeches were received with applause.

Wednesday Afternoon

Wednesday afternoon was given over to sight-seeing. Through the courtesy of the Spokane Chamber of Commerce and the Realty Board, the teachers were given a delightful automobile and street car ride up the beautiful Spokane valley.

Frances Effinger-Raymond
2nd Vice-Pres., N. C. T. F.

Wednesday Evening

Wednesday evening the Federation listened to excellent addresses by Mr. N. M. Durham, who reiterated the welcome given the visitors by the Spokane Chamber of Commerce, and by Mr. F. B. Bridges, of Oakland, Cal., on the subject of "Efficiency." Mr. Bridges spoke extemporaneously, and we regret that we have no notes on his excellent address.

After the election of officers the Federation adjourned.

Thursday Evening

In honor of the retiring president, Mr. Morton MacCormac, of Chicago, and teachers who were attending the convention, a banquet was given in the Hall of the Doges, Davenport's, Thursday evening. Mr. Raymond P. Kelley presided.

The proceedings were largely of a humorous character, one address, by Fred H. Gurtler, being on "Nothing." Other speakers were: M. M. Higley, J. N. Kimball, New York City; F. M. Van Antwerp, H. C. Blair, C. V. Oden, Mrs. Frances E. Raymond, Walter E. Ingersoll, W. C. Schuppel, Miss Emma B. Dearborn and others.

The musical program consisted of a vocal solo by Miss A. Von Eschen, accompanied by Mrs. George R. Lovejoy, two humorous solos by Dr. Heritage and a piano solo by Miss M. E. Wright.

Walter E. Ingersoll
Secretary, N. C. T. F.

Resolutions

Resolutions were passed thanking the citizens of Spokane for their hospitality and for the part they took toward promoting the success of the convention. The recommendations of President MacCormac were approved and adopted.

The Federation also passed a resolution in favor of holding the Federation meeting at San Francisco in the year 1915.

NOT only strike while the iron is hot, but make it hot while striking.—*Cromwell.*

The Combined Sessions of the Shorthand and High School Sections

OWING to the small attendance in the High School section, it was decided by the executive committee to divide the program arranged for the high school teachers between the shorthand and business sections. However, a special meeting of the high school teachers was called on Thursday morning for the purpose of electing officers for the ensuing year. More than four-fifths of all the teachers present were in attendance at the combined meetings of the Shorthand and High School sections. The first meeting was called to order on Tuesday morning by Mr. W. E. Ingersoll, chairman of the local committee. In the absence of Mr. Shoemaker, president of the High School Teachers' Association, Mr. Hagar, president of the Shorthand section, presided at all the meetings. In his remarks Mr. Hagar said:

C. V. Crumley
President, N. S. T. A., and winner of Gregg Gold Medal

President Hagar's Address

While it has always been customary for the president to deliver an address at the opening of our sessions, I feel that it would be an imposition for me to take more than a few minutes of your time now in discussing generalities. If my experience as a teacher is worth anything at all to this association, I believe that it will be worth a great deal more in connection with the discussions of the practical subjects on the program than it would be if embodied in a lengthy and formal address. In consideration, then, of my waiving this prerogative, I am going to ask as a special privilege that the president be allowed to participate in the discussions.

It would also be superfluous for me to say that you are welcome here. We have already had so cordial and sincere a demonstration of the spirit of welcome from the citizens of Spokane and the teachers of this great, virile Northwest, that any words of mine would sound flat and lifeless in comparison with their acts and the spirit of welcome that is reflected from every face we meet. * * *

The past year has been one of steady progress in methods of teaching shorthand and typewriting in both our public and private schools. This is a commercial and industrial age. The subjects we teach play a most important part in the world's work, and we should consider ourselves fortunate in being engaged in a work that promotes the efficiency of those participating in the commercial activity of the country. Leadership in business is due very largely to the vast correspondence that is disposed of by means of shorthand and typewriting. Shorthand and typewriting multiply a man's service power.

We should then be proud of the part we as teachers take in adding to the business proficiency of the young people that come to our schools. It is a big work—a glorious work, and worthy of the very best effort and brains that we can put into it. And it is a work that is yet only in its infancy; we are its pioneers. There are problems to be worked out that are worthy of the most gifted minds. The great success of commercial teaching and its rapid increase is proof that we are doing the work worthily. But we must remember that good work can always be bettered. Progress is an eternal law of nature. Much of the efficiency already attained has been due to the work of this association in past years. * * *

W. E. Haeseler
Pres., N. H. S. T. A.

The program covers every phase of the work of the shorthand and typewriting departments of our schools. It is also *so* complete and potent with possibilities for interesting and profitable discussion. The discussions which follow the reading of papers have a most important bearing upon the success of our meetings, and I earnestly urge that you will all manifest an interest by taking part in this feature of the program.

About Teaching Advertising

Mr. C. V. Crumley, of Seattle, Wash., then read an interesting and practical paper on "Advertising in the Business School Curriculum." Mr. Crumley believes that advertising should be taught in every business school, and sought to show the vast possibilities in the advertising field. He said:

No modern field of industry shows greater possibilities of development. The work of the present day, skillful and intelligent as it is, is practically in its infancy, regardless of the number of experts at work, and it is by no means as thorough and successful as it should be. Millions of dollars are spent annually and many of these millions are wasted because of the lack of a thorough knowledge of the principles, facts and processes that govern its preparation.

Hazel Worswick
Vice-Pres., N. S. T. A.

There are two ways of disposing of an article—one by setting forth its merits and creating a desire and demand for it by means of the printed page or advertisement, and the other is by the personal solicitation of a rep-

resentative or salesman. Since the underlying principles of both methods are similar, the ideal way of teaching advertising is in connection with salesmanship. A course of this kind offers a wider field for the placing of graduates, for to-day, where one position as stenographer or bookkeeper is filled, ten could be filled as salesmen. To confirm this, we have but to look over the want ads in our large metropolitan newspapers and magazines.

An advertising and salesmanship course can best be conducted by having the instructor give a series of talks with blackboard illustrations and comments on current advertising. Of course, a certain amount of constructive work will be needed, and this would have to be carefully reviewed and criticised by the instructor. To supplant this, have as many local advertising men as possible come in for talks to the class. A live teacher can secure data from local advertisers as to what they want to advertise and get their permission to allow the class to work out both plans and advertisements for them. He can take the class down to the local printing office; to the large department stores of the town; and various other places suggested by the conditions of his particular locality, thus making the work all the more interesting and instructive. The student should be taught to analyze the article or proposition, correctly present its selling points in a clear, concise and convincing manner, and properly lay out and display the copy. He should be taught the effectiveness of different mediums; how to prepare booklets, catalogs, cards, sales letters, and folders, and the value and place of illustrations and color. * * *

ELSIE M. JOHNSTON

In conclusion, I want to say that a thorough course in advertising, or advertising and salesmanship, in our business colleges is especially attractive, first to the student, because it enables him to acquire an education that will not only broaden, strengthen and develop him mentally, but will open the door for him into the business world as perhaps no other profession will. Second, it offers to the business college a course that will strengthen and improve its entire curriculum, as well as advertise the school, give the business man a product he needs, and prove a source of revenue and profit, with perhaps little or no additional expense. Such a course is successfully maintained in a number of business colleges and Y. M. C. A.'s to-day, and I anticipate that ten years hence no up-to-date business college curriculum will be complete without it.

Mr. Crumley's paper was discussed at length by Mr. S. A. Moran, Mr. E. B. Moore and Miss Emma B. Dearborn. Mr. Moran does not believe that very much along the line of successful advertising can be taught in the business school. Mr. Moran based his conclusions on the fact that advertising is real, and that the average business college does not have sufficient real material with which to work. Mr. Moore, like Mr. Crumley, believes in the teaching of advertising in the business college and showed from his remarks that he is thoroughly familiar with the subject. Mr. Moore spoke of the high rates of advertising in the different magazines, etc., and of the enormous salaries paid to first-class ad writers as compared with the salaries paid to the ordinary stenographer and bookkeeper. In view of the many opportunities offered in the advertising field, Mr. Moore urged that business colleges take steps to prepare young men and women for this work.

EMMA B. DEARBORN

(To be continued)

Some Paragraphs from Spokane Newspapers

"Spokane made a big noise at the Louisville (Ky.) Convention two years ago and again at the Chicago Convention," said Secretary F. M. Van Antwerp, "but I believe that the nice, big apples which Spokane sent to the Chicago Convention in December, 1910, secured the meeting this year. We are going to adopt many new theories of teaching while here, and I believe this year's convention will do more toward benefiting commercial teaching than any other convention."

* * *

E. E. Gaylord, of Massachusetts, declared that we of the east are bound by a dead hand tradition. "So long as the foot doesn't go to sleep and the west exists there's hope left," replied a quick voice.

* * *

"Back to the farm" sounds nice, Brother Mac, but what if you didn't come from a farm, haven't the money to buy one, and don't know how to run one?"

* * *

Invitations were extended to the commercial teachers to meet in Cincinnati, San Francisco, Niagara Falls, Nashville, Tenn., Omaha, Nebr., and Chicago, next year. We were the winner

and, of course, Chicago gets the convention for 1913; San Francisco gets it in 1915.

* * *

M. M. Higley of Spokane is the quiet worker of the entertainment committee, looking after details with businesslike precision. He rises frequently to make announcements.

* * *

Live-wire Ingersoll will take charge of the Gregg Department in Behnke-Walker's great Portland school August 1.

* * *

The Remington Company have Harold H. Smith, formerly of the Gregg Publishing Company, at the Convention demonstrating the merits of their machine. The Remington Company also show as one of the feature exhibits the first typewriter ever made. The machine stands about twice as high as the modern machine, was made in 1875, and writes only capital letters. One of the most interesting features of the machine is that the carriage, which holds the copy, is moved by a foot pedal instead of by the hand.

* * *

Mr. T. L. Brecheen, Instructor of Commercial Subjects, John C. Fremont High School, Oakland, Cal., recently elected president of the business section of the National Education Association, states that he will have shorthand, typewriting and adding machine contests at the next meeting of the Association.

* * *

One of the Spokane dailies contains a clever caricature of some of the notables at the convention. Mr. Van Antwerp's benignant face appears as the human cherry of the Federation cocktail. President MacCormac, gavel in hand, held his usual pose of negligent but ardent attention. Mr. Higley looked the part assigned to him of "Sunny Old Spokane." Mr. Gaylord looked his saddest, a disguise his friends know is only skin deep. Mr. Bachtenkirker had the stern, over-his-glasses look of one who asks: "Dare you pronounce it?" L. M. Lewis, of Wenatchee, was true to even the curl in the middle of his forehead, caused, his friends say, by the apple juice he imbibes from his famous winesaps. Fred Berkman, with nose retroussé, looked as if he had already smelled the smoke of Pittsburgh. Handsome Hagar, with rosebud mouth and receding brow and tilted chin, was given a cherubic appearance that was funny because so unlike him and yet a likeness.

Spokane Typewriting Contests

THERE were three typewriting contests at the Spokane convention: Professional, Amateur and Students' Contests. The Professional Contest was won by Miss Florence E. Wilson, of New York City, who made a record of 115 words a minute net on a copying test of one hour's duration. Miss Margaret B. Owen was second, with a record of 107 words a minute.

The Amateur Contest was won by Miss Bessie Friedman, of New York City, with a record of 107 words for thirty minutes' copying, with Miss Owen second with a record of 106 words a minute

The Students' Contest was won by Miss Winifred Bills, of Spokane, with a record of 53 words a minute for fifteen minutes' copying, with Miss Areta Bowes, of Seattle, second with a record of 47 words a minute.

The contests were conducted under the direction of Mr. J. N. Kimball, of New York City.

The prize in the Professional Contest, awarded to Miss Wilson, was a silver loving cup, valued at $100.00; the second prize, awarded to Miss Owen, being a Gold Medal valued at $50.00; the prize in the Amateur Class, awarded to Miss Friedman, was a Gold Medal, and the second prize, awarded to Miss Owen, a Silver Medal. The first prize in the Students' Contest, awarded to Miss Bills, was a Gold Medal, and the second prize, awarded to Miss Bowes, a Bronze Medal.

Professional Contest—60 Minutes

	Total	Errors	Penalty	Net	Net Per Minute
Florence E. Wilson	7219	68	340	6879	115
Margaret B. Owen	6925	101	505	6420	107
Bessie Friedman	6732	81	405	6327	105
Gus R. Trefzger	6716	170	850	5866	98

Seventh Convention of the Gregg Shorthand Association of America

Spokane, Wash., July 18, 1912

The New Officers

President: FRED H. GURTLER, Chicago.
Vice-President: L. M. LEWIS, Wenatchee, Wash.
Secretary-Treasurer: PEARL A. POWER, Chicago.

THE convention was called to order on Thursday by Mr. Morton MacCormac, President of the National Commercial Teachers' Federation, who said:

The Greggites are three to one at this Federation. I won't state the reason why, but there is an indefinable something that brings us together. Is it co-operation, harmony? Even in Chicago, where I have an opposition school to the Gregg School, we can't get along a week without calling on the home school for a friendly talk or suggestion.

F. H. GURTLER
President, G. S. A.

I am glad indeed to belong to this body, glad indeed to be with you to-day. We have found in the founder of this system a friend, a teacher, a man, and an author of whom to be proud.

Mr. MacCormac then introduced Mr. Hagar, President of the Association.

In the beginning of his remarks Mr. Hagar gave a brief review of the work accomplished by the Association and the progress of the Forward Movement during the past year. In referring to the Evercirculators, he said:

The Evercirculators

I wish to express my gratification at the success of the suggestion which I made to the members of this association last year regarding the "Evercirculator." The report of Miss Dixon, the director of the "Evercirculator," shows that no less than ten different classes have been formed, and that others are in process of formation. "Evercirculators" are unquestionably of great value in keeping teachers in touch with one another and in enabling them to discuss teaching and teaching problems in an informal way throughout the entire year. We all like to keep in touch with those who are interested in the things in which we are interested. The "Evercirculators" are proving a source of intercommunication between teachers in all parts of the country. I hope that all of you who are interested in the work will communicate with the director so that you may be enrolled as members in one of the classes that are now being formed.

The work of the last year has been so strenuous that I am sure you will all be glad that Mr. Gregg has been able to take a much-needed vacation. Mr. and Mrs. Gregg left for Europe on May 2, and since then they have been traveling through France and Germany. He has written me in the course of his trip that he has made investigation into the teaching of shorthand and typewriting on the Continent, and that he has learned much of value and interest which will be of benefit to our profession. While we all regret that Mr. Gregg is unable to be with us on this occasion—the first time that he has been absent from our gatherings, and, in fact, the first time that he has been absent from the meetings of the National Shorthand Teachers' Association—it is but another evidence of the strength of our cause that we are able to go ahead so enthusiastically in our work here without his actual presence.

Mr. Gregg has just returned from abroad and hoped to be able to be with us at this meeting, but found it impossible to do so on account of many matters of importance which were awaiting his attention when he reached New York.

Now, in the absence of the author of the system I feel more free to give expression to the admiration which I am sure we all feel for the great work he has done in inventing Gregg Shorthand and in making it known throughout the English-speaking world—a work which has benefited countless thousands of young people by relieving them of needless burdens in acquiring the art and in enabling them to do more efficient work. It is impossible to estimate the vast amount of good that has resulted from the work which Mr. Gregg has done. His is a work that will continue to make itself felt with even greater force as the years go on and as the number of the writers of the system is increased.

L. M. LEWIS
Vice-Pres., G. S. A.

The Anniversary Meeting

At our last convention reference was made to the fact that the year 1913 will mark the twenty-fifth anniversary of the publication of the system in the original form, and the twentieth anniversary of its publication in this country. Since that became known many writers and teachers of the system have expressed to me a desire to commemorate the event in some fitting way. It seems to me that it is a great opportunity to do honor to the system and to its author, end that before our next convention we should take steps to carry that idea into effect. I therefore recommend that some definite steps be taken to commemorate the event in a suitable manner.

The Gregg Shorthand family is now a big family. We are enthusiastic workers for the system. It means much to us and will continue to mean much. I think that next year should be made a memorable one in the history of the art of shorthand. I think we have shown that the big things in the shorthand world are accomplished by the G. S. A. We must live up to our traditions by making the silver jubilee of Gregg Shorthand the biggest thing that has ever taken place in shorthand history.

The following telegram from Mr. Gregg was read and applauded:

> Regret exceedingly my inability to attend convention. Greetings to all my teacher friends. Their loyal support of the Forward Movement is gratefully appreciated. I hope you will have a successful meeting, and that the proceedings will help establish still higher standards.
>
> Your friend,
>
> JOHN R. GREGG.

A committee consisting of Mr. C. V. Crumley, Miss Edith C. Crum and Miss Emma Hagenstein was appointed to arrange and prepare a celebration for the silver jubilee anniversary of Gregg Shorthand. The following resolution was presented and adopted:

PEARL A. POWER
Sec-Treas., G. S. A.

> Your undersigned committee on resolutions for the purpose of arranging for the proposed celebration in 1913 of the twenty-fifth anniversary of the publication of Gregg Shorthand, begs to report as follows:

Your said committee heartily endorses the suggestion of the president that this association should take steps to commemorate in some fitting way the twenty-fifth anniversary of the first publication of Gregg Shorthand—the system which we write and teach. We can think of no more fitting way to do this than by preparing a testimonial to the author of our system, and we therefore recommend that a testimonial in the form of an engrossed album, signed by the teachers and writers of Gregg Shorthand, and such teachers and writers of other systems as may desire to co-operate in this movement, be prepared and presented to Mr. John R. Gregg at the next meeting of our association.

Your committee also recommends that each person so co-operating contribute not more than one dollar to defray the expense of such testimonial. If any funds remain, the same shall be used toward promoting the success of the anniversary meeting.

W. J. MURPHY
Winner Gregg Silver Medal

To carry out this plan effectively, it is recommended that a committee, representing every section of the shorthand world, be appointed by the incoming president.

It is further recommended that all the members of our association do their utmost to make the anniversary meeting the greatest that has ever taken place in the history of shorthand.

(Signed) EDITH C. CRUM,
EMMA H. HAGENSTEIN,
C. V. CRUMLEY, Chairman.

Mr. Gurtler's Address

Mr. Gurtler, always interesting and full of suggestions, gave a delightful talk on "The Present-Day Teaching Problems." We regret that we can present but a few sentences:

"When a student comes to the business college he desires in a vague way to prepare himself for a business career. The opportunity of the school is to give that student ideas and ideals. The problem for the school is not the assignment and enforcement of so much copying each day, but the giving of thorough instruction and plenty of inspiration that will cause the student, from a realization of the value of work, to copy from two to ten times what would ordinarily be assigned. In order to properly inspire students the teacher should have sufficient recreation and vigor to vitalize, concentrate and develop the student's ambition and latent ability. It is a word vitally spoken and not a sermon that will keep your students thinking and progressing years after they leave your immediate influence. A suggestion under these conditions to your advanced students that an extra month or so spent in school will pay enormous dividends would be the best possible advice to the student and, when accepted, would mean greater revenue for the

business college. In other words, the student could see for himself that it would be worth his while to stay. Teachers should be relieved of much of the work they are now doing in order that they might have freer minds, better health, opportunity for recreation, and as a result appear before their classes as a live, virile force. No more important position could be occupied than one at the very gate of business. Hence, the position of teacher in a commercial school should be such as to draw to it not alone the most noble and self-sacrificing people in the world, but those with sufficient commercial spirit to demand fair return for their service. The problem to-day is for teachers to do less work, do it more efficiently, and get greater financial returns."

Contest for Gregg Teachers' Medals

The committee appointed by President Hagar as judges in the contest were Mr. Fred H. Gurtler, court and convention reporter, and formerly a teacher in Gregg School, Chicago; Mr. W. H. Coppedge, principal of the shorthand department of Link's Business College, Boise, Idaho, and Miss Emma B. Dearborn, principal of the commercial department of the Meriden High School, Meriden, Conn.

There were six contestants, and the lessons selected by the judges for presentation were the first, third, fourth, fifth, sixth and ninth. This feature attracted a large audience, and was declared by many to be the most interesting and helpful session of the entire convention.

EDITH C. CRUM
Winner of Gregg Bronze Medal

The first prize, the Gold Medal, was awarded to Mr. C. V. Crumley, Seattle, the newly elected president of the National Shorthand Teachers' Association. Mr. Crumley was assigned the first lesson. Mr. W. J. Murphy, Seattle, was awarded the second prize, the Silver Medal, the assignment being the fourth lesson. Miss Edith C. Crum, Terre Haute, Ind. (who presented the sixth lesson), was awarded the Bronze Medal.

Kind Words

"I have just received the *Writer* for September, and I can not wait a moment before I congratulate the writers of Gregg Shorthand throughout the United States on the splendid magazine you are giving us. I have one of the first numbers here on my desk, and, in fact, one of every year since you first began sending it forth, and the improvements therein are as marked as has been the material progress in the business world. There is almost as great a difference between the first number and the last as there is between the high, old-fashioned bicycle and the modern aeroplane, although at the time of the first bicycle and of the first magazine they were both marvelous. The *tout ensemble* is perfect and the articles in the several departments show a sequence of development that appeals to an educated and trained teacher and student. I am sending this note without any provocation other than the pleasant one caused by my enthusiasm over this most excellent number of the very best stenographic magazine published."

* * *

Allow me to express my continued pleasure in reading each issue of the *Gregg Writer*, and to congratulate you on keeping its pages so full of inspiring, "meaty" material. Though I am now considerably advanced in the subtle art of "take-and-transcribe," the reading of its pages means more knowledge, and the practicing of the same enables me to become more proficient in my profession.

Keep me on the subscribers' list, because it means power, money and proficiency to me.—*E. W. Watson, Washington, D. C.*

* * *

Do you know when your subscription expires?

For the Student

A Department of Hints and Helps for the Learner and Others.
Conducted by John R. Gregg, 1123 Broadway, New York City, to whom all communications relating to this department should be addressed.

Vocabulary Building

WORDS are the stenographer's stock in trade. A wide and thorough knowledge of them is vital to his success. Students of shorthand are often not quick to appreciate this fact, and think that if the principles of shorthand are well learned the word-building principles can be applied instantly to the writing of any new words. This is partly true, but it is far from being wholly so.

Let us look into the problem. Eventually the shorthand writer must get his impression of the words dictated or spoken through his sense of hearing. The words must be interpreted through this sense of hearing. Even with the common everyday words you will find a very great difference in the sounds of different words as spoken by different people. The voice, pronunciation, the use of the words in sentences, all have an important bearing on how successfully or unsuccessfully the stenographer can handle them from the shorthand viewpoint—for the stenographer cannot begin to write until he knows what the word is. He cannot begin to apply the principles of word-building until he fully understands what the words are. In other words, they must convey an idea to him. The clearer this idea is, the more quickly and efficiently the word-building principles can be applied. Hence it can readily be seen that the stenographer who is equipped with the largest number of common, everyday words—and these will run up into several thousand—the better foundation he has laid for speed in writing and all-round stenographic efficiency.

The ordinary writer of, we will say, literary productions of various kinds has only to be familiar with what a word means, its various shades of meaning, and be able to discriminate in the use of synonymous terms. He must also have stored up in his mind a very great number of words, in order to give variety to his expression and to be able to convey his thought both attractively and clearly. The stenographer must possess all this knowledge, and in addition must have *at ready command* a good, serviceable shorthand outline for each word. The importance of knowing a large number of words both in their shorthand bearing and as a means of expression is rarely appreciated by the beginning stenographer; but it does not take a business man long to choose between a stenographer who possesses a large vocabulary and only a moderate degree of stenographic skill and the one who possesses shorthand "speed" with a limited knowledge of the meaning and use of words.

Speed in shorthand is largely dependent upon the writer's knowledge of words. A knowledge of the words enables him to instantly grasp their meaning—to get an intelligent grasp of the ideas expressed—and to apply his principles of shorthand writing. He wastes no time in trying to recognize a word that was perhaps indistinctly pronounced or which is strange to him. From the rest of the sentence he *knows* what the word *should* be. A wide knowledge of words largely eliminates hesitation in writing, provided the shorthand principles are familiar. In the reading of his notes a knowledge of words enables him to transcribe intelligently and rapidly.

The building of a vocabulary can go hand in hand with the learning of shorthand. Various plans of acquiring a vocabulary have been suggested, but perhaps the most efficient plan from the stenographer's viewpoint is the one followed by Mr. Charles L. Swem—the young shorthand

writer who made such a splendid record in the Washington and Buffalo contests. He has a small notebook in which he records all words he encounters in his practice that are strange to him. These words are afterward looked up in the dictionary for their meaning. Outlines are constructed and practiced. An effort is made to bring these words into use in conversation and writing until they have become a part of his working vocabulary. As a result of this kind of work a large and very useful vocabulary has been acquired, the study of words has become interesting and highly profitable, and the hesitation caused by encountering an unfamiliar word has become quite infrequent.

Of course, judgment must be used in the selection of words for actual use so that archaic, colloquial and "slang" expressions will be eliminated.

The simplest method of keeping a list of words picked up in this way is to obtain a small indexed pocket notebook and to enter the words alphabetically as they occur. A study of them can then be made at odd moments. In preparing the list for shorthand practice, the outlines for all the variations of the word as suggested on page 549 of the June number, will be of very great value.

There is another kind of vocabulary building that is of the highest importance to the beginner, and that is a list of words that bring into use the principles of the system he is using. Not all of the principles in the text-book are of frequent occurrence. There are principles, of course, that apply to only a small class of words, and because these words do not occur often the principles involved in writing them will become hazy in the mind of the writer unless some practice is adopted that will keep them fresh in mind.

And it must be remembered that one of the secrets of rapid work in shorthand is the elimination of hesitation. If a word occurs in rapid dictation the outline for which has been forgotten or perhaps never before written, and the principles involved in writing are hazy, the writer will for a moment hesitate and lose some other words that follow. This difficulty may be largely removed by preparing a list of words that bring into use all of the principles of the system. A half dozen common words under each principle will be enough. Such a list is not so formidable as it may seem at first, since the principles in our system are not numerous. By having this list of words dictated once or twice during the week the various principles can be kept fresh in mind.

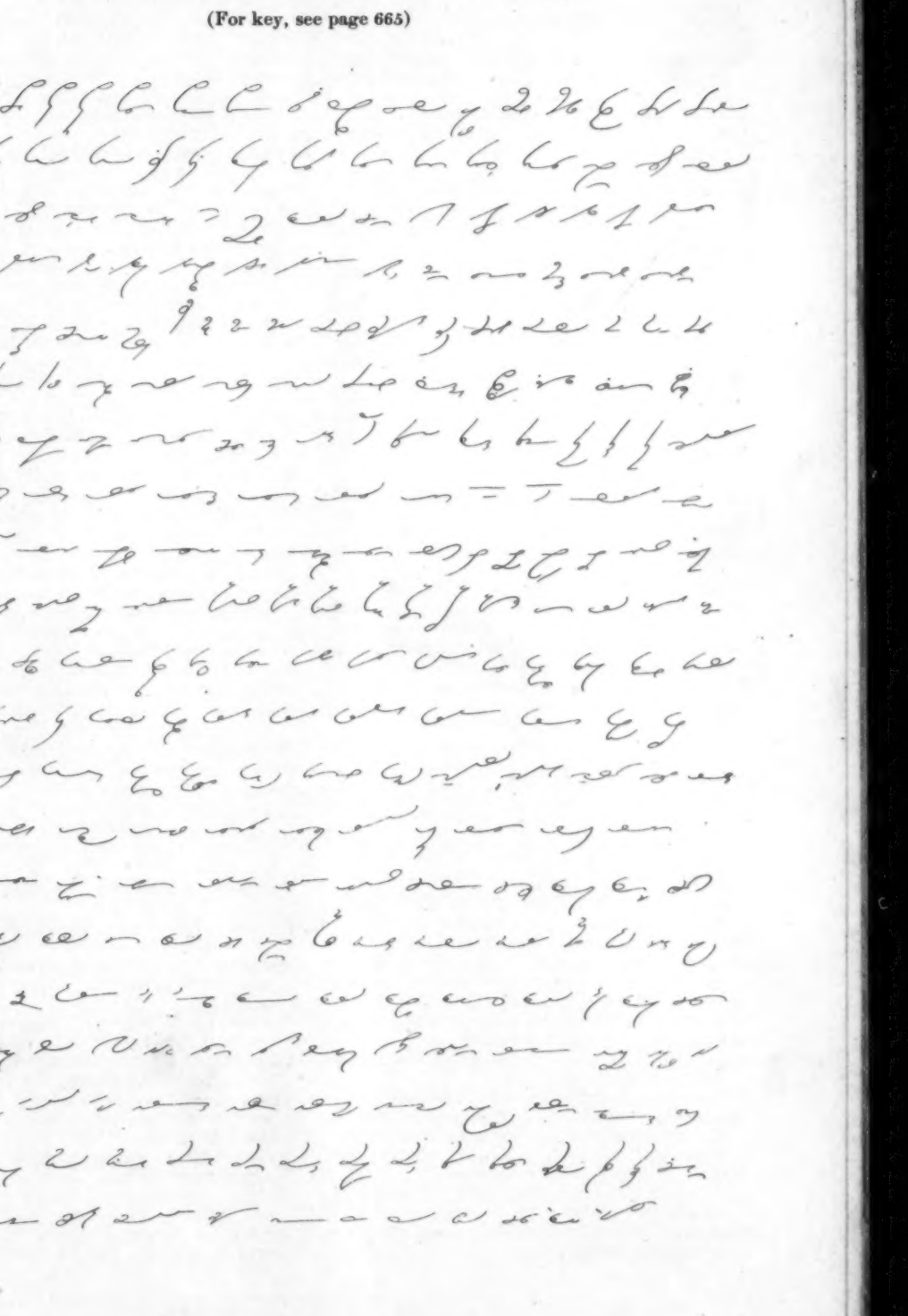
The suggestions here made apply with equal force to the student in school and to the stenographer working under actual business conditions. There is just one thing that the student who adopts the plan must bear in mind, and that is that Rome was not built in a day. A few words learned and practiced in this way every day will soon grow into a list of immeasurable value.

Key to Last Month's Derivative Plates

Ability: inability.
Accelerate: acceleration, accelerates, accelerated.
Account: accountable, accountant, accountantship, accounted, accounts.
Address: addressed, addressee, addresser, addression.
Adjudge: adjudged, adjudger, adjudgment.
Agree: agreeability, agreeable, agreeableness, agreeably, agreement, disagree.
Announce: announced, announces, announcement, announcer.
Apply: applicable, application, applicative, applicatory.
Approximate: approximately, approximation, approximative, approximator.
Avoid: avoidable, avoidance, avoider, avoidless.
Build: builded, builder, builds, built.
Certify: certificate, certification.
Charity: charitable, charitableness, charitably.
Charm: charmer, charmful, charming, charmingly, charmless.
Cheap: cheapen, cheapener, cheaply, cheapness.
Cheer: cheerer, cheerful, cheerfully, cheerfulness, cheerily, cheeriness, cheeringly, cheerless, cheery.
Child: childhood, childish, childishly, childishness, childless, childlike, childly.
Circuit: circuiteer, circuiter, circuition, circuitous, circuitously, circuitousness, circuity.

Some Words to Add to Your Vocabulary

(For key, see page 665)



Civil: civilness, civilized, civilization.
Class: classic, classical, classification, classify, classmate.
Clean: cleaner, cleanly, cleanlily, cleanliness, cleanness.
Credible: credibly, credibility, credibleness, credulity, credulous, credulously, credulousness.
Dear: dearer, dearie, dearly, dears.
Democrat: democratic, democratical, democratically, democratist.
Decent: decently, decentness.
Depose: deposit, deposition, depositor, depository, depositure.
Deprave: depravedly, depravedness, depravement, depravity.
Designate: designation, designative, designator, designatory.
Dictate: dictation, dictator, dictatorial, dictatorship, dictatory.
Diplomat: diplomacy, diplomatic, diplomatical, diplomatically, diplomatics, diplomatism.
Dirt: dirtier, dirtily, dirtiness, dirty.
Distinguish: distinguishable, distinguishableness, distinguishably, distinguisher, distinguishingly.
Eager: eagerly, eagerness.
Earnest: earnestful, earnestness.
Earth: earthen, earthliness, earthly, earthwards, earthwork.
Effort: effortless, efforts.
Elevate: elevated, elevatedness, elevation, elevator.
Enact: enactive, enactment, enactor, enacture.
Energy: energetic, energetical, energetically, energetics, energize, energizing.
Engage: engaged, engagedly, engagedness, engagement, engager, engagingly.
Evident: evidence, evidential, evidentness.
False: falsehood, falsely, falseness, falsification, falsifier, falsify, falsity.
General: generality, generalization, generalize, generally, generalness, generalship.
Grammar: grammarian, grammarianism, grammarless, grammatic, grammatical, grammatically, grammaticism.
Graphic: graphical, graphically, graphicness, graphicalness, graphics.
Habit: habitual, habitually.
Harm: harmful, harmfully, harmfulness, harmless, harmlessly, harmlessness.
Heart: heartache, heartbreak, heartburn, heartedness, hearten, heartily, heartiness, heartless, heartlessly, heartlessness, hearty.
Human: humanate, humane, humanely, humanism, humanistic, humanity. humanization, humanize, humanly, humanness.
Ideal: idealist, idealistic, ideality, idealization, idealize, idealizer, ideally.
Identity: identical, identification, identify.
Illustrate: illustration, illustrative, illustratively, illustrator, illustratory, illustriously, illustriousness.
Immoral: immorality, immorally.
Indicate: indicated, indication, indicative, indicatively, indicator, indicatory.
Indulge: indulgement, indulgence, indulgency, indulgent, indulgently.
Instruct: instructible, instruction, instructional, instructive, instructively, instructiveness, instructor.
Just: justice, justicement, justiceship, justifiable, justification, justifier.
Labor: laborer, laboring, laborious, laborless.
Large: largely, largeness, larger, largest.
Last: lasting, lastingly, lastly.
Laugh: laughable, laughingly, laughter, laughterless, laughworthy.
Law: lawful, lawfully, lawless, lawlessly, lawlessness, lawyer.
Life: lifeless, lifelessly, lifelessness, lifelike, lifelong, lifesize, lifetime.
Literal: literacy, literal, literalism, literalize, literally, literalness, literary, literature.
Measure: measurable, measurableness, measurably, measureless, measurement, measurer.
Murder: murdered, murderer, murderous, murderously, murders.
Murmur: murmurer, murmuringly, murmurs, murmured.
Mystic: mystical, mysticism, mystification, mystify.
Myth: mythic, mythical, mythically, mythologer, mythology, mythological, mythologist, mythologists.
Narrow: narrower, narrowly, narrowness.
Nation: national, nationalism, nationalist, nationality, nationalization, nationalize, nationally, nationalness.
Natural: naturalist, naturality, naturalization, naturalize, naturally, naturalness.
Need: needed, needer, needful, needfully, needfulness, needless, needs, needy.
Neighbor: neighborhood, neighborliness, neighborly, neighborship.
Nerve: nerved, nerveless, nervelessness, nervous, nervously, nervousness.
Nominate: nominately, nomination, nominative, nominatively, nominator, nominee.
Obstinate: obstinacy, obstinately, obstination.
Obtain: obtainable, obtained, obtainment.
Occur: occurrence, occurrent.
Office: officer, officeholder.
Oppose: opposeless, opposer, opposite, oppositely, oppositeness, opposition, oppositionist, oppositive.
Passion: passionate, passionately, passionateness, passionless.
Patron: patronage, patronization, patronize, patronizingly, patronless.
Perceive: perceiver, perceptibility, perceptable, perceptableness, perception, perceptive, perceptivity.
Persist: persistence, persistency, persistent, persistently, persistingly, persistive.
Phonograph: phonographer, phonographic, phonographical, phonographs, phonography.
Proportion: proportionable, proportionableness, proportionably, proportionless, proportionality, proportionate, proportionately, proportionateness, proportionment.
Quarter: quartering, quarterly.
Quick: quicken, quickener, quickening, quickens, quickly, quickness.
Quiet: quieter, quietly, quietness, quietude.
Rapid: rapidity, rapidly, rapidness.

Rational: rationalist, rationalistic, rationality, rationalization, rationally, rationalness.
Reason: reasonable, reasonableness, reasonably, reasoner, reasonless.
Response: respond, responsibility, responsible, responsibleness, responsive, responsively, responsiveness, responsory.
Sarcasm: sarcastic, sarcastical, sarcastically.
Scarce: scarcely, scarceness, scarcity.
Scholar: scholarity, scholarlike, scholarly, scholarship, scholastic, scholastical, scholastically, scholasticism.
Theory: theoretic, theoretical, theoretically, theoretics, theorical, theorist, theorization.
Utility: utilizable, utilization, utilize.
Utter: utterable, utterance, utterer, utterless, utterly, uttermost.
Villain: villains, villainous, villainously, villainy.
Wander: wanderer, wanderingly, wanderment.
Warrant: warrantable, warrantably, warrantee, warranter, warranty.
Yield: yielder, yieldingly.
Zoölogy: zoölogical, zoölogist.

Key to Vocabulary Plate

1. Abdicate, abduce, aberration, abeyance, abject, abjure, abnegate, abnormal, abominable, adhere, alabaster, amalgamate, autobiography, avaricious, avoirdupois, bachelor, backward, bagatelle.
2. Baggage, bankrupt, barbarian, barrel, battle, behave, behoove, belligerent, benediction, benignant, bookkeeper, bouquet, bulletin, cablegram, cadaverous, calendar.
3. Campaign, cancellation, catastrophe, coerce, colossal, contrite, convalescent, cylinder, cynical, damage, debate, deceit, deceive, degenerate, delicate.
4. Depredation, derivative, derogative, dexterity, discernible, discrepancy, dissension, document, duplicity, eccentric, economy, efficacy, egotist, egotistical.
5. Elaborate, elucidation, emergency, encyclopedia, enfranchise, exaggerate, exhaust, exonerate, extort, fallacious, fastidious, festivity, fictitious, filial, foreign, frantic, furniture.
6. Garnishee, generosity, genial, geography, gossip, gradual, grandfather, ground, gymnasium, hallucination, haphazard, hesitancy, hieroglyphic, hypothesis.
7. Icicle, identical, ignorant, illegitimate, incompetent, ingredient, insinuate, insufficient, intoxication, irretrievable, jardiniere, jealous, journalism, jovial, justice, juvenile, kindred.
8. Laboratory, landscape, languish, latitude, legacy, legation, lenient, luxury, magnanimous, magnificent, malediction, massacre.
9. Mechanic, mediocre, mercantile, merchandise, microscope, mischief, misconception, methodical, narrative, navigate, nefarious, neighborhood, nephew, neutral, nitrogen.
10. Nonappearance, noteworthy, noticeable, notoriety, novelty, nutriment, obdurate, obedience, obituary, obnoxious, obsequious, obviate, optimist, organization, orient, ostentation, ozone.
11. Package, pageant, palatial, panacea, Parliament, passenger, pathetic, pecuniary, pedestal, pedigree, pendulum, penurious, perspicuity, perturb, pessimist, petulant.
12. Physiognomy, physiology, picturesque, poverty, precarious, precept, predecessor, prediction, predilection, predominant, prelude, preponderance, prevail.
13. Prevaricate, procedure, prolific, prolongation, propagate, propriety, proximity, pugnacious, pursuant, quadrant, quadruple, quarantine, quietly, realization.
14. Recapitulate, recipient, recitation, reconciliation, reconnoitre, rectitude, recuperate, redundant, refutation, relegate, relevant, reluctant.
15. Reminiscence, remunerate, repugnant, resignation, rhetorical, rhythm, rotunda, sacrament, sagacious, salubrious, sarcastic, scientific.
16. Scissors, scrupulous, self-restraint, serial, significance, silent, situation, skeptical, sobriety, solicitation, soliloquy, solitude, sovereignty, spontaneous, stoicism, stupendous.
17. Subjugate, subjunction, subservient, succinct, supplement, suppression, supremacy, surmount, surrender, surreptitious, surrogate, surround, susceptibility, syllable, synagogue.
18. Syndicate, synonymous, synopsis, talent, tangent, tautology, technical, tedious, telescope, tenacious, theatrical, thermometer, thoroughfare, topography, total.
19. Tournament, tranquillity, transcendent, transient, tremendous, triangle, triumphant, tumult, turbulent, tyrannical, unceremonious, uniform.
20. Unparalleled, unpardonable, unscrupulous, uphold, upholster, vehemence, vehicle, velocity, verbatim, veracity, verdict, vernacular, versatile, vibrate, vociferous, whimsical.
21. Whisper, wholesale, wholesome, widespread, wilderness, wisdom, woman, yarn, yield, yonder, zenith, zero, zodiac.

Familiar Fictions

"The mimeograph is not used much; I'll learn to use it in the office; it's easy."

"The 'boss' will do the dictating; I don't need to learn letter-writing."

"This is only *practice* work; I'll do *perfect* work when I get a position."

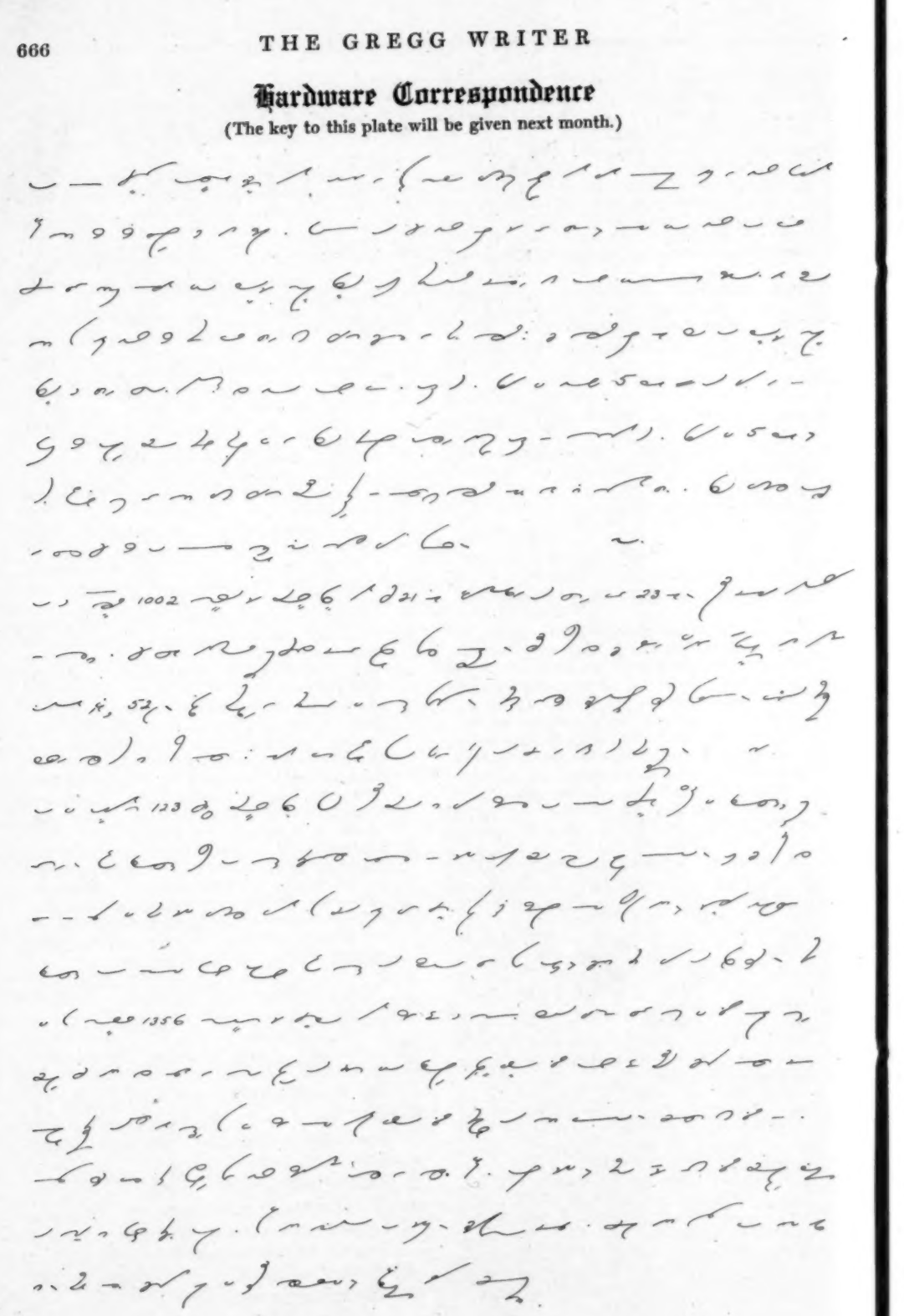
"I graduated in three months."

"I never use an eraser."

"I know as much about English as the average business man does."

Hardware Correspondence

(The key to this plate will be given next month.)

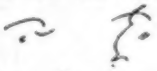


Postcarditis

In this department we will publish each month the names of the writers of Gregg Shorthand who desire to exchange postals "written in shorthand" with other writers of the system in various parts of the world. There is no charge for enrollment, but all applicants must be subscribers to this magazine. Names are not repeated after first publication. The application for enrollment must be written in shorthand, with the name and address in longhand. Address the GREGG WRITER, Chicago, Ill.

THE applications still come! The majority of them, we are glad to say, in increasingly better shorthand. It is gratifying to see how well the *shorthand* requirement has caught on—several of our new members tell us that it is this which attracted them into the circle.

Perhaps you have noticed, those of you who are not in the habit of using pen and ink in your daily work, how great a difference it makes in your style when you attempt to write your very best in black and white, not varying degrees of dull or sharp-pointed gray. It certainly does. And don't you find that it brings about a change for the better, not only in your style but in your theory? For, of course, you put forth your greatest effort to make no theoretical "break" in writing to others in shorthand. It is a salutary process! To help along, we are planning to run a plate occasionally giving outlines for the words we find "misused" on the applications. We hope to give you the first one in the September number.

In the interim those who are contemplating sending in their applications may be interested in the contractions used in our office for the firm and publication names  It has been some time since these forms appeared in the magazine and there are probably many who have not seen them. Although you may seldom have occasion to employ these particular forms they offer suggestions for similar contractions in your own line of work.

At the end of the list of new members we have noted corrections in two addresses in which typographical errors occurred last month.

Jacob Andersen, 6034 33d Avenue S., Seattle, Wash.

Mr. Fearl Bastian, 714 Chandler St., Topeka, Kans.

S. Edna Bear, 422 S. 16th St., Harrisburg, Pa. (Will answer all cards.)

Tillie Bouffioux, care Rib Lake Lumber Company, Merrill, Wis.

Lovie Bowman, Lockington, Ohio.

Gearld J. Chase, 414 W. Fourth St., Duluth, Minn. (Prefers views of public buildings, bridges, etc.)

W. J. Daley, Office Helen Mine, Algoma Dist., Ontario, Canada.

Bessie D'Armour, 269 S. Jason St., Denver, Colo. (Prefers scenic cards from foreign countries and distant states, but will answer all.)

Eliza Emmert, Jacobs Business College, Dayton, Ohio. (Would like postals from Eastern cities.)

Jessie M. Gilbert, East Grand Forks, Minn.

Violet O. Harrison, Tarentum, Pa. (Would like to receive cards from the Western states and foreign countries.)

Harry Hillje, 223 S. Sixth St., Monmouth, Ill. (Would especially like to correspond with members interested in applying Gregg Shorthand to German.)

G. W. Johnson, 101 Vine St., Chattanooga, Tenn.

Morris Klein, 5 George St., Saratoga Springs, N. Y. (Is able to exchange many interesting cards of famous spots about Saratoga.)

Harry L. Loop, Jr., 4610 Woodland Ave., West Philadelphia, Pa.

Gordon N. Olsen, 143 South Bay St., Milwaukee, Wis. (Wishes to correspond with stamp collectors here or in other countries.)

Frank H. Renaud, 1736 G St. N. W., Washington, D. C.

George Rose, 169 Allen St., Milwaukee, Wis.

Edgar Ross, 1701 Seventh St., Portsmouth, Ohio. (Prefers scenic cards, but will answer all.)

Alma Sorensen, 1017 Center St., Racine, Wis.

Thomas Walters, 639 Chestnut St., Terre Haute, Ind. (Prefers scenic cards.)

Charles Wareham, 419 W. 25th St., Kearney, Nebr.

Emil M. Winter, 162 Wright St., Milwaukee, Wis. (Prefers to correspond with "near" reporters.)

Corrections.

Wm. O. Schwan, R. F. D. 5, Box 59, West Allis, Wis.

Hector C. Henderson, Makirikiri, Wanganui River, New Zealand.

* * *

A Specimen of Spanish Shorthand

WE are glad to be able to print another specimen of "foreign" shorthand, which has been sent to us by Mr. Cecil Morales, of Veracruz, Mexico, in response to our request for specimens of this kind. Mr. Morales' page of Spanish shorthand was accompanied by a very creditably written shorthand letter, from which we quote in part:

"I hope my specimen of notes will please you and that you will find space for its publication in your very useful magazine, of which I am an old reader.

"I am employed as a stenographer (English and Spanish) in the Veracruz Terminal Company of this city. It is a railway concern.

"My work is very pleasant, as I have plenty of both Spanish and English dictation, the general superintendent being an American, and the chief clerk a Mexican.

"I have had some correspondence with the readers of the *Gregg Writer* since my name appeared in the Postcarditis department, having received about 400 cards, which I had no difficulty in reading. * * *

"Gregg Shorthand is perfectly adapted to the Spanish language. Vowels can be inserted, and therefore the outlines are legible. What the majority of Greggites have said, I will say: 'Whatever success I have had or may have hereafter, I attribute in a large measure to the help I have received from the *Gregg Writer*. It has been a great inspiration to me.' "

We should like to repeat our request for specimens of "foreign" shorthand. Let us see what you can do in applying your knowledge of shorthand to any language which you may have at your command. Be sure to see that your plate is of a size which may be conveniently used on a page in the magazine.

The key to Mr. Morales' plate, as well as the English translation of the letter, is given herewith.

Key to Spanish Gregg Shorthand

Railway Correspondence

Sr. Luis Palacio, Jefe de Patio General, Ciudad.—Muy Sr. mío:—Sírvase Ud. contestar mis cartas anteriores fechas Mayo 12 y Junio 3, referentes á conducción de cuarenta soldados y dos oficiales en tren blindado el día 8 de Febrero pasado, el cual fué demorado en la Estación de Santa Lucrecia durante una hora cuatro minutos, por falta de aviso telegráfico.—Mucho estimaré á Ud. se sirva contestarme hoy mismo sobre este asunto, pues los interesados me están exigiendo una pronta respuesta.—Como siempre, su afmo. atto. y S. S.

Sr. M. R. Valencia, Jefe de Estación de Pasajeros, Ciudad.—Muy Sr. mío:—Sírvase Ud. notar que el Sr. Samuel González Romero, me ha presentado reclamación acerca de un servicio de carro especial de express, por el cual pagó la suma de $248.60 el 7 del corriente, para la conducción del cadáver de la Sra. Juana Friega de ésta ciudad á México.—Favor de hacer las averiguaciones necesarias sobre el hecho de que según expresa dicho señor, este carro fué abierto en el camino, puesto que al llegar á México se encontró además del cadáver que conduciá, por el cual pagóse flete especial, llevaba también carga de express y equipaje, mas un empleado que iba al cuidado de la misma.—Le agradeceré practique las investigaciones sobre el caso de que se trata y devolverme la inclusa carta que por sí misma se explica, informándome al mismo tiempo si dió aviso oportuno á México de que el carro en cuestión No. 800, salía de ésta en servicio especial. Favor de informar pronto.—Quedo de Ud. atento y S. S.

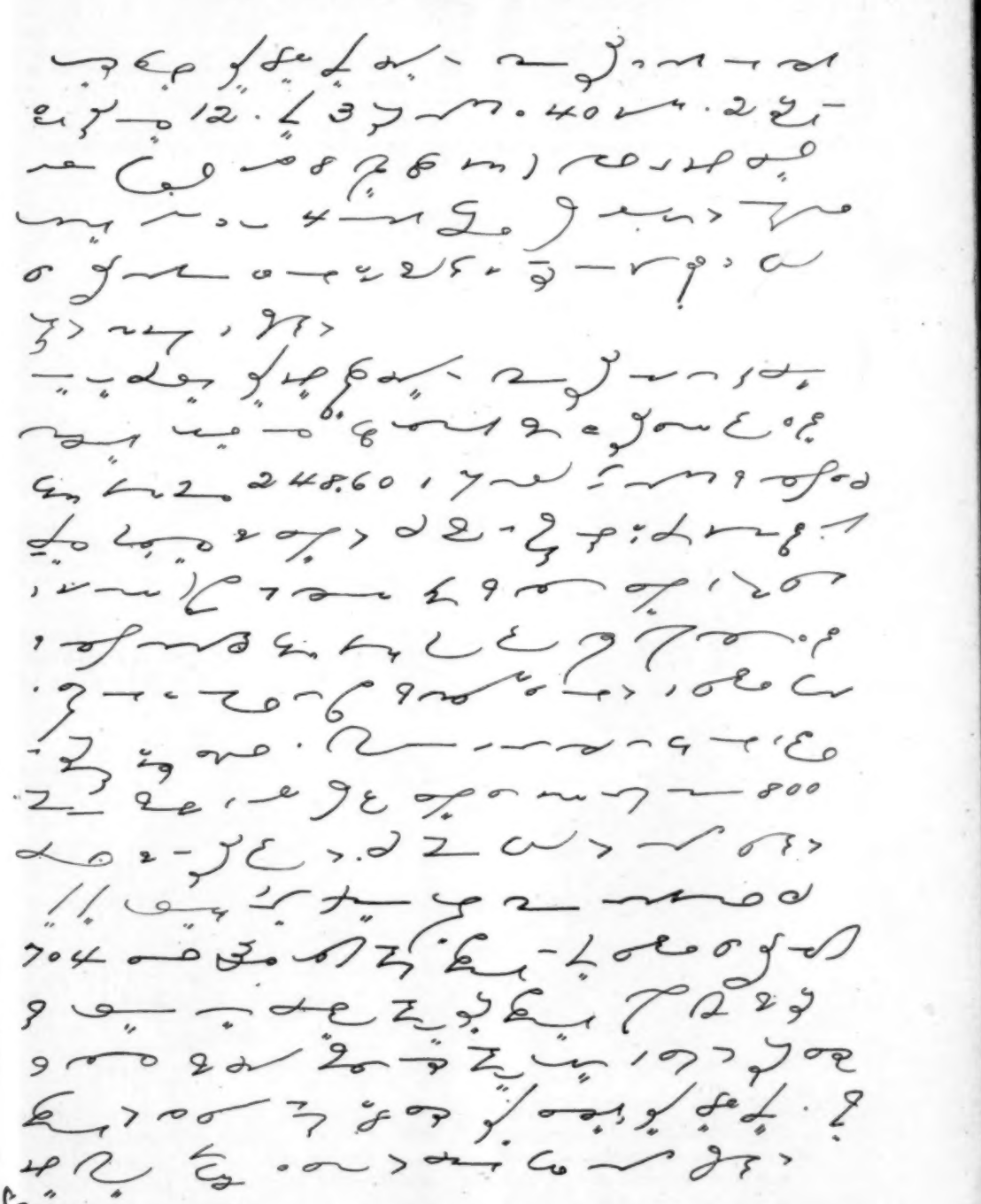
Sr. J. J. Ramos, Superintendente del F. C. Mexicano, Orizaba.—Muy Sr. mío:—En contestación á su grata, file 704 de Marzo 30, relativa á inspección de básculas en Veracruz, agradeceré á Ud. se sirva notificar al Sr. Ramón G. Samazar, Inspector Oficial de Básculas, tenga la bondad de venir á esta Oficina á su llegada á esta ciudad, á fin de que nuestro Inspector Local lo acompañe en su revisión, á nuestras básculas.—Ya he dado instrucciones sobre el particular, á nuestro Jefe de Muelles, Jefe de Patio General y Agente de Estación de Flete, para que procedan de acuerdo.—Sin más por hoy, quedo de Ud. afmo. amigo y atto. S. S.

Translation of the Spanish Letters

Mr. Louis Palacio, General Yardmaster, City. Dear Sir: Please answer my previous letters dated May 12 and June 3, in reference to transportation of forty soldiers and two officers in an armored train on the 8th of February last, which was delayed for one hour and four minutes at the Santa Lucretia Station for lack of telegraphic advice. I wish you would please answer to-day if possible on this matter, as the interested parties are urging me for a prompt reply. Yours very truly.

Mr. M. R. Valencia, Station Master, City. Dear Sir: Please take note that Mr. Samuel González Romero has made a claim in regard to a special express car service, for which he paid the sum of $248.60 on the 7th instant, for the transportation of the corpse of Mrs. Juana Friega from here to Mexico City. Please make the necessary investigations as to the fact that this gentleman states that this car was opened on the road, because when arrived at Mexico, was found besides the corpse for which special

Mr. Morales' Spanish Shorthand



freight was paid, it was loaded also with express freight and baggage and an employee who went watching same. I would thank you very much to investigate on the subject referred to and return the enclosed letter, which is self-explanatory, advising me at the same time if advice was given in due time to Mexico City that the car in question, No. 800, left here in special service. Please advise soon. Yours truly.

Mr. J. J. Ramos, Superintendent of the Mexican Railway, Orizaba. Dear Sir: In answer to your kind favor file 704, of March 30, relative to Inspection of Scales, Veracruz, I will be obliged if you would please notify Mr. Ramon G. Samazar, Government Scale Inspector, to have the kindness of calling at this office on his arrival at this city, in order to have our Local Inspector accompany him in his inspection of our scales. I have issued the corresponding instructions to our Pier-Master, General Yardmaster and Freight Station Agent, in order that they act accordingly. Yours truly.

Gregg Writer Wins Medal

IN the shorthand speed and accuracy contest of the Y. M. C. A. Shorthand Club of Philadelphia, June 22, Mr. Donato Giangiulio, a Gregg writer, won second place and the Silver Medal offered by *The Stenographer*. The contest was open to male commercial stenographers of Philadelphia, and consisted of three dictations, of five minutes each, at 110, 120 and 130 words per minute. Under the rules, each contestant must qualify on all three tests to be eligible for a prize. Mr. J. N. Kimball, of New York City, acted as chairman of the contest. The matter was solid, selected from general articles from the New York *Globe*, and was rather difficult for commercial stenographers. The results were are follows:

		Errors.	*Per Cent Accuracy.*
1.	W. M. Tompkins	27	98.5
2.	Donato Giangiulio	38	97.9
3.	E. E. Sherry	49	97.4

Mr. Giangiulio's success in winning second place is all the more creditable because of the long hours in the position he occupies he was unable to prepare for the contest at all. He is to be congratulated upon his success. If he persists in his ambition to acquire still greater skill in shorthand, we shall look for great things from him in the future.

DONATO GIANGIULIO

THE STENOGRAPHER SILVER MEDAL

Plate-Writing Exercise

Next month authoritative shorthand plates will be published for the "advance key" given below. Write up this matter in the best shorthand of which you are capable, verifying from your text-book any points of theory about which you are doubtful, and put the notes aside to be compared next month with the authoritative plates. This will enable you to find out exactly where you are weak on the principles and wordsigns, and will point the way to judicious review.

WHAT is it after all which constitutes the difference between success and failure? Why does one man win promotion while others of equal ability remain in the ranks of the plodders? In the article which has been selected for our plate-writing exercise this month the author, Orison Swett Marden, cites a number of illustrations of the frequently emphasized truism that attention to detail is a key which never fails to open the door to success. If, after you have written this in your best shorthand, you will study out its application to your daily work, you will be thereby "twice blessed!"

Little Things

It was a little thing for the wireless operator on the Carpathia to go back to his room at 10:20, when he was supposed to be off duty, and touch the mysterious wireless key—when, behold, the fatal "S. O. S." flashed through the instrument which told of the sinking Titanic; but it saved 700 precious lives.

It is said that a night spyglass would have enabled a man on the lookout in the crow's nest of the Titanic to have averted the most terrible marine tragedy in all history.

Men are led by trifles, said Napoleon.

A young man once went to India to seek his fortune. Finding no opening, he went to his room, loaded his pistol, put the muzzle to his head and pulled the trigger; but it did not go off. He went to the window to point it in another direction and try it again, resolved that if the weapon went off he would regard it as a providence that he was spared. He pulled the trigger and it went off the first time. Trembling with excitement, he resolved thenceforward to hold his life sacred, to make the most of it, and never again to cheapen it. This young man became Gen. Robert Clive, who, with but a handful of European soldiers, secured to the East India Company and afterward to Great Britain a great and rich country with 200,000,000 of people.

"I was singing to the mouthpiece of a telephone," said Edison, "when the vibrations of my voice caused a fine steel point to pierce one of my fingers held just behind it. That set me to thinking. If I could record the motions of the point and send it over the same surface afterward, I saw no reason why the thing would not talk. I determined to make a machine that would work accurately, and gave my assistants the necessary instructions, telling them what I had discovered. That's the whole story. The phonograph is the result of the pricking of a finger."

It was a little thing for the janitor to leave a lamp swinging in the cathedral at Pisa, but in that steady swaying motion the boy Galileo saw the pendulum and conceived the idea of thus measuring time.

The children of a spectacle maker placed two or more pairs of the spectacles before each other in play, and told their father that distant objects looked larger. From this hint came the telescope.

The web of a spider suggested to Capt. Brown the idea of a suspension bridge.

A pan of water and two thermometers were the tools by which Dr. Black discovered latent heat, and a prism, a lens and a sheet of cardboard enabled Newton to unfold the composition of light and the origin of colors.

A single potato, carried to England by Sir Walter Raleigh in the sixteenth century, has multiplied into food for millions, driving famine from Ireland again and again.

All life comes from microscopic beginnings. In nature there is nothing small. The microscope reveals as great a world below as the telescope above. All of nature's laws govern the smallest atoms, and a single drop of water is a miniature ocean.

Small things become great when a great soul sees them. A single noble or heroic act of one man has elevated a nation. Many an honorable career has resulted from a kind word spoken in season or the warm grasp of a friendly hand.

Every day is a little life, and our whole life but a day repeated. What is the happiness of your life made up of? Little courtesies, little kindnesses, pleasant words, genial smiles, a friendly letter, good wishes and good deeds. One in a million—once in a lifetime—may do a heroic action.

Napoleon was a master of trifles. To details which his inferior officers thought too microscopic for their notice he gave the most careful consideration. Nothing was too small for his attention.

Wellington, too, was "great in little things." He knew no such things as trifles. While other generals trusted to subordinates, he gave his personal attention to the minutest detail.

The history of many a failure could be written in three words—"lack of detail." How many a lawyer has failed from the lack of details in deeds and important papers, the lack of little words which seemed like surplusage and which involved his clients in litigation and often great losses! How many wills are contested from the carelessness of lawyers in the omission or shading of words, or ambiguous use of language!

The absence of a comma in a bill which passed through congress years ago cost our government $1,000,000.

"For want of a nail the shoe was lost,
For want of a shoe the horse was lost,
For want of a horse the rider was lost, and
all for want of a horseshoe nail."

Some little weakness, some self-indulgence, a quick temper, want of decision, are little things, you say, when placed beside great abilities, but they have wrecked many a career.

"Think naught a trifle, though it small appear;
Small sands the mountain, moments make the year.
And trifles, life."

Orison Swett Marden.

A Gregg Writer Wins the English Junior Shorthand Championship

Mr. Ernest W. Crockett Wins Contest Against Twenty-five Competitors With an Accuracy Record of 99%

IN previous issues we have referred to the inspirational effect of the records made by the exponents of Gregg Shorthand in the speed contests of 1910 and 1911. In the October number, commenting upon the effect of the records made in the speed contest at Buffalo last year, we said:

When Wright demonstrated the possibilities of the aeroplane, it was not long before others followed in his wake. So it will be in the matter of shorthand records. . . . What does it mean? It means that in the near future shorthand speed and accuracy will go forward beyond the highest mark set by the writers of the old geometrical systems.

A really remarkable illustration of the inspirational effect of the work of the records made by Mr. Gurtler, Mr. Swem, Miss Tarr and Miss Werning is the news that comes to us from England that Mr. Ernest W. Crockett, a writer of Gregg Shorthand, has won the Junior Shorthand Championship in the speed contests held by the National Business Exhibition in London last month.

Stated briefly, the facts are: There were twenty-five contestants, twenty-four of whom wrote Isaac Pitman shorthand and one wrote Gregg Shorthand; the committee consisted of six Pitman teachers, the chairman being Mr. E. A. Cope, the well-known Pitman teacher and examiner for Isaac Pitman and Sons; the test was stated as follows:

Competitors to take down in shorthand and to transcribe:

(a) A number of business letters containing a total of about 500 words to be dictated in five minutes.

(b) Newspaper matter (600 words to be dictated in five minutes).

Two hours will be allowed for transcription of a and b.

The transcript of each letter must be properly spaced, paragraphed, and punctuated, and the contents set out in correct form as a business letter ready for the principal's signature.

The writer of Gregg Shorthand won the Championship, and was awarded the cup, his papers showing an average of *less than one per cent of errors.*

In response to our letter of inquiry, Mr. Joseph Jakeman, principal of the Gregg Shorthand Institute, Liverpool, England, writes:

Yes, it is great news, and a great victory for us. It is the beginning of a great future, I believe, for the system in this country. Our records now stand: First Three Places, and Gold, Silver and Bronze Medals at the College of Preceptors' Examination, 1910; First Place and Gold Medal, 1911; First Place and Silver Cup in the Junior Shorthand Championship, 1912.

We left Liverpool at 8 o'clock in the morning; arrived in London at 1:10, made one or two calls after dinner and arrived in examination room just five minutes before the contest began. The result is the more gratifying because Mr. Crockett had to begin the day with a long train journey, while the other contestants were all residents of London. The acoustic properties of the large room were very bad indeed, on account of its size, while underneath the floor a steam engine was thumping violently. This made it more difficult to hear the reader.

Mr. Crockett is a self-taught student, and

is employed in the Accountants' Department of the Cunard Steamship Company, where he does not need shorthand. It is a hobby with him. His time for study is somewhat limited, because he often has to work late at the office. On many occasions he left the office at 8 o'clock, came over to the school for half an hour's dictation, then returned to the office and worked until 10 o'clock.

Mr. Crockett is a quiet, unassuming young man, twenty-one years of age. I attribute his success mainly to the fact that he was trained on "transcription work." Every outline that was written was either read or transcribed. From the beginning of his preparation I had him turn in to me two or three full transcripts a week. I gave him to understand that was the only condition under which I would undertake to dictate. I firmly believe that many promising students fail at an examination from lack of "transcribing" practice.

Before transcribing his notes, he made it a practice to go over his pencil outlines with pen and ink, and in this manner obtained a better grip of the subject matter. Of course, at an examination there would be no time to do this, and therefore his notes at the contest were written with a fountain pen.

Needless to say, *new matter* was the order of the day and "Expert Shorthand Speed Course" received a good deal of attention. The question of notebooks may be of interest to you. When the page was divided into two parts by ruling down the centre, I noticed many students doing speed work, upset their equilibrium, while reaching from the bottom of the first column up to the top of the right hand column. This led me to investigate the matter to find a remedy. I hit upon the plan of dividing the pages into four squares and writing as indicated in the specimen page herewith. By this method the stenographer does not traverse more than half a page at a time, and while in the fourth square can insert the finger under the corner of the third square, ready to turn over. All our speed writers use this ruling with beneficial results. Would like to know if it is used by any other teacher. Have never seen it advocated.

The world-wide progress of the forward movement in shorthand is further emphasized by Mr. Crockett's victory. The superiority of Gregg Shorthand in simplicity and legibility has long been recognized. Its still greater superiority in speed possibilities is now taking hold of the minds of writers everywhere, and nothing can stay its progress.

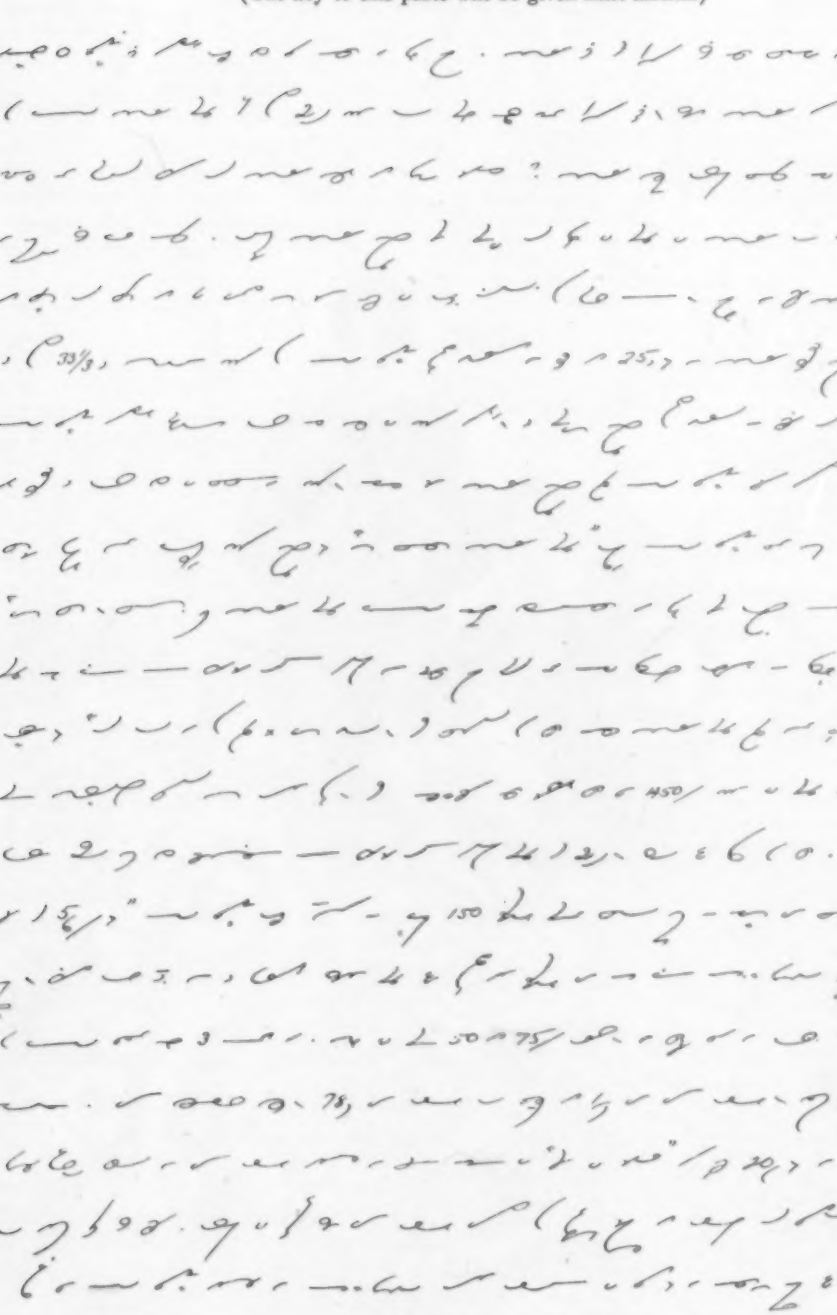
It gives us pleasure to present herewith a half-tone reproduction of a photograph of Mr. Crockett and his teacher, Mr. Joseph Jakeman. To both of them we extend hearty congratulations and grateful appreciation of their work.

Mr. E. W. Crockett and His Teacher, Mr. J. Jakeman, With The Junior Championship Cup

The work of Mr. Jakeman deserves more than passing recognition. His father, Mr. Joseph Jakeman, Sr., was the first shorthand teacher to adopt Gregg Shorthand, and he took an active part in advocating it in the newspaper controversy which followed its publication. All of his three sons acquired the system under the instruction of the author, and our readers will remember the very interesting letter (with photograph in Eskimo costume) from one of them—Andrew Jakeman, Fairbanks, Alaska—which appeared in the November, 1909, issue, in which he gave an account of his experiences in all parts of the world. Joseph Jakeman, Jr., when fourteen years of age entered the employ of Mr. Gregg. Subsequently he was engaged as a shorthand writer in various lines of business until he established the Gregg Shorthand Institute at Liverpool, which he has conducted for several years with ability and success. The victory attained by his student will assuredly be a source of encouragement to him, as it absolutely vindicates the claims he has made for the system.

Concrete Furniture

(The key to this plate will be given next month.)



The Results of the Transcribing Contest

The Winners

First Prize: Howard P. Davis, Plaistown, N. H.
Second Prize: Clarence Miller, Winfield, Kansas.
Third Prize: Max Hacker, Brooklyn, New York.

The Next Best Ten

1. Agnes M. Thompson, New Haven, Conn.
2. Frank J. Groser, St. Paul, Minn.
3. Harry Wellington, Chicago, Ill.
4. H. M. Wells, Newbury, Vermont.
5. D. T. Connor, Jackson Barracks, La.
6. Glen Herdman, Carthage, Mo.
7. Francis Waldron Cobb, Seattle, Wash.
8. Agnes E. Greaney, Amesbury, Mass.
9. J. C. Cassel, West Milton, Ohio.
10. Charles E. Kiefer, Sharon, Pa.

JUST look over that list and ask yourself—"What is the matter with the fair sex?" Out of thirteen prize winners there are only two with the title "Miss"! This is a disappointment.

Seventy-five transcripts were submitted—and there were some fine ones, too—but not one got through without an error. Mr. Davis made but one error, transcribing "cause" for "complaint." And, by the way, that word "complaint" was a stickler for a big majority. This is probably due to the fact that the abbreviation for "complaint" is a special form used in court reporting, and is not therefore familiar to many writers. In court reporting "complaint," is written "k-p" with an angle between the "k" and "p."

Mr. Miller had but one mistake also, transcribing "promoting any plan of the sort, hired" instead of "promoting any plan should hire." Mr. Hacker made but one error—and that a careless one—omitting the word "in" in one place. Miss Thompson made but two errors, reading "cause" for "complaint" and "concerted" for "conceived." Mr. Groser transcribed "competition" instead of "complaint" and translated "things" into "all" in the next to the last sentence.

The greatest number of errors made by any of those who were awarded prizes was four. Two of the prize winners made but one error each; five made but two errors; four made three errors; two made four errors. That is a total of but 32 errors which would give an average accuracy of 99.1 per cent—which is a splendid showing. The accuracy percentage of Mr. Davis and Mr. Miller was 99.63 per cent. Sixty-seven per cent of the transcripts submitted showed an average accuracy of 98.2 per cent. When you consider that these are transcripts from actual reporting notes, of matter that the transcribers had not heard, the results are amazingly good.

In the announcement of the contest it was stated "experience has shown that the vast majority of mistakes in the transcripts submitted in these contests are due to *carelessness*." But that was not a sufficient warning it seems.

Many of the errors were ludicrous.

Some of the errors were what might be called "reasonable." Transcribing "sort" instead of "should" in the first sentence, making it read, "as though those who were interested in promoting any plan of the sort, hired men to go out and publicly speak against it" instead of as shown in the transcript given in this number, was an excusable error since the outline for "should" was not entirely distinct and was placed close to the preceding outline, apparently to indicate the omission of "of the." "I mean to speak briefly on these two points" was transcribed by a few as "I am to speak briefly," etc.—both interpretations meaning virtually the same thing. But the notes were distinct in these cases. Those who did translate it

as "I am" might have taken the ground that the subjects had been assigned the speaker, rather than that he was simply expressing an intention. Another error made by some was in transcribing "of all Christian inspiration" instead of "of our." The notes, however, are clearly in favor of "of our," although the other interpretation would seem to be more inclusive.

The transcripts came from nearly all parts of the United States. One came from Ireland and another from England. On the whole the work was of a very high order, as the percentages show. The typing was fine, and those who sent in handwritten transcripts were careful to make them as neat as possible. One of the latter was submitted by Mr. William Clarke of London and another by Rev. J. A. Martin, Galway, Ireland. These are especially to be commended. Both transcripts were excellent as to fidelity to the notes.

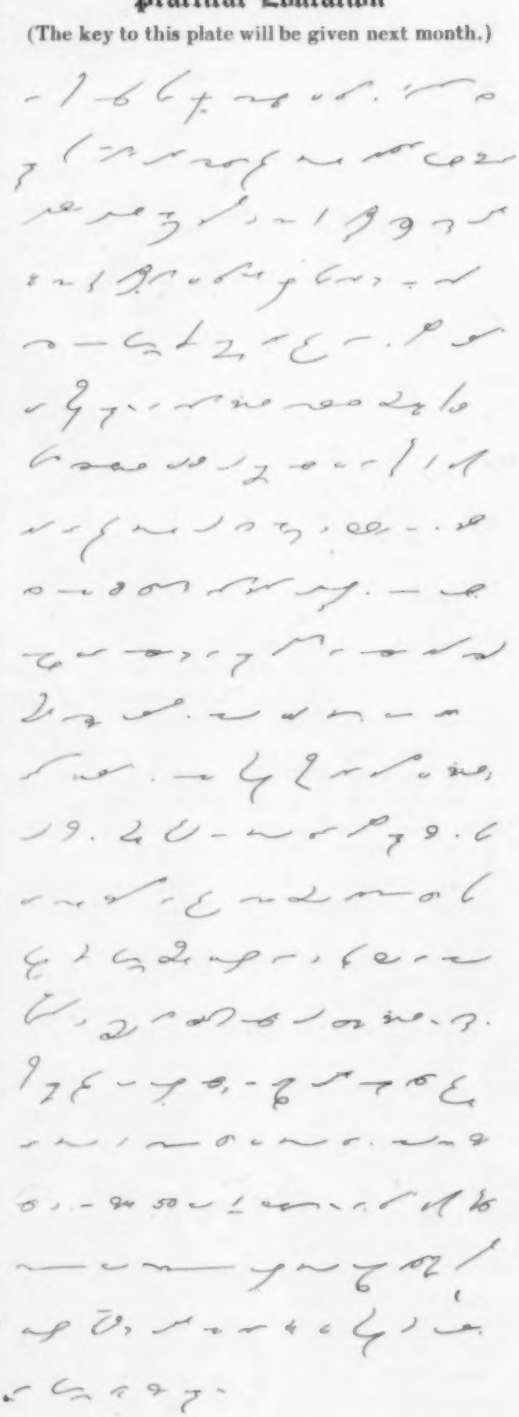
Correct Transcription of Mr. Post's Notes

—in order that there might be another attempt made to stifle the complaint of organized labor, a puerile charge, when you think that the most pronounced words have been spoken concerning industrial and social justice by the men who have been in the Social Service Department of the movement, as though those who were interested in promoting any plan should hire men to go out and publicly speak against it. On the other hand, the movement has been attacked by those who did not think it has laid strong enough emphasis upon the old-time evangelistic appeal. In the meantime, the movement has gone steadily on and will close the next week. The first of May the last officers, the last of the office force, will be dismissed, and the movement as such will have passed into history. Two problems now arise. The first: What is the message of this movement? The second: What is to be done to save the results of it for the Christian churches? I mean to speak briefly on those two points.

The message of the Men and Religion movement has been a five-fold message. It has been concerned with Bible Study, with Boys' Work, with Social Service, with Evangelism, and with Missions. Beginning at the source of our Christian inspiration in the teachings of the Bible, it has passed through work for boys, social service, personal and public evangelism, and, finally, embraced the world-wide missionary movements of the church. You see at once that this is a finely conceived program. It starts right; it ends right. It has selected for emphasis things that are important. First: It has started—

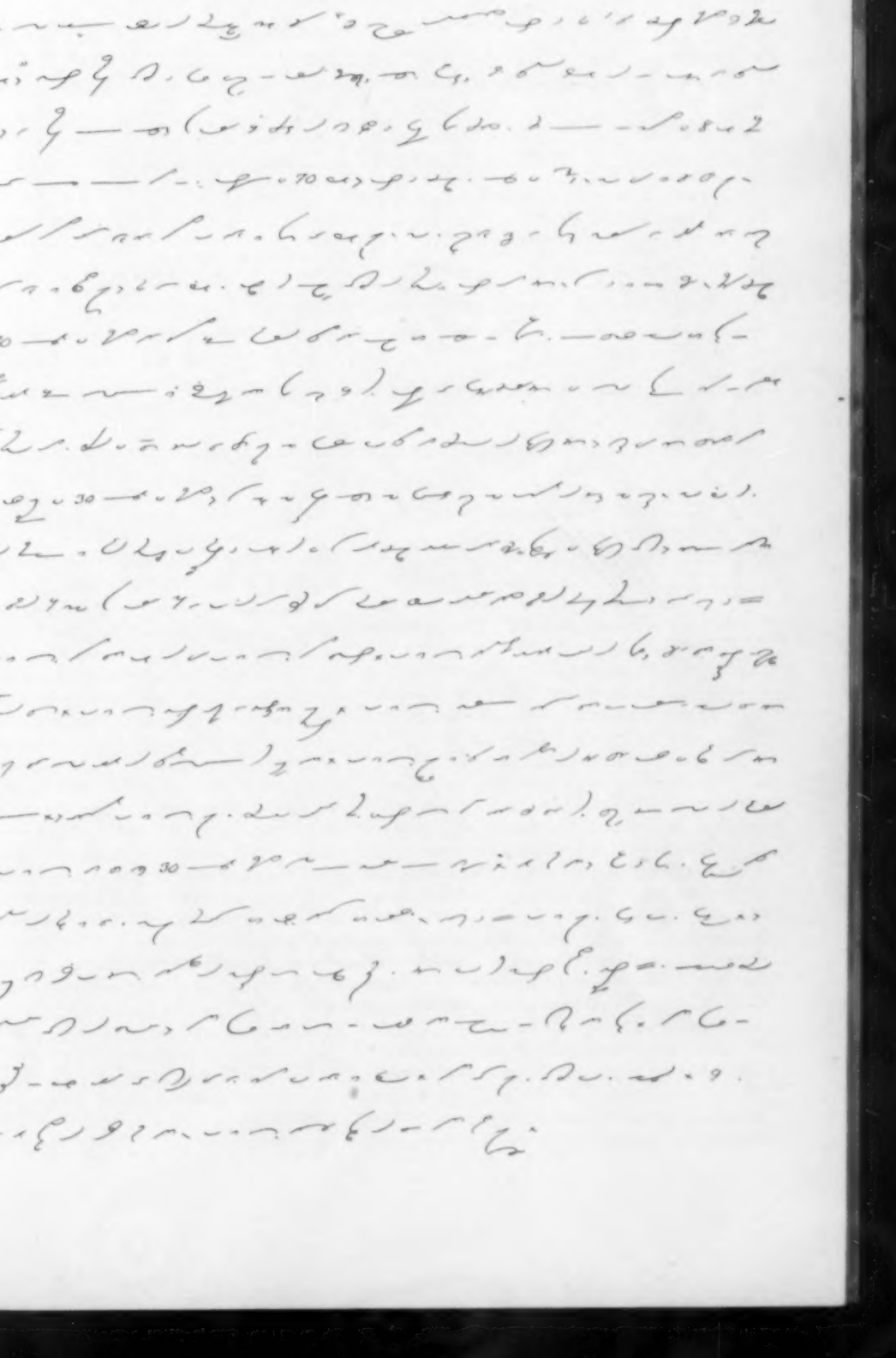
Practical Education

(The key to this plate will be given next month.)



A Person and a Personality

(Shorthand for the plate-writing exercise, July number.)



The GREGG WRITER

A Monthly Magazine Devoted to Shorthand, Typewriting and Commercial Education

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Edited by JOHN ROBERT GREGG

VOL. XIV AUGUST 15, 1912 No. 12

The National Shorthand Reporters' Association

THE fourteenth annual convention of the National Shorthand Reporters' Association will be held in New York City August 19 to 24. The program includes the annual speed contest for the Shorthand Championship; a report of the Committee on Standardization; a report of the Committee on Demonstration; and there will be many valuable papers, followed by informal discussions.

The report of the Committee on Demonstration is a new feature from which much good is expected. The report will contain a great deal of information about appliances used by reporters, the notebooks employed, and in general a full explanation of the latest methods of performing professional work. This information has been obtained by systematic correspondence with members of the Association, and will be illustrated by actual exhibits of materials used.

The Championship Speed Contest will consist of three tests of five minutes each. The first test will be at the rate of 200 words a minute on solid non-court matter; the second test at 240 words a minute on a jury charge; and the third test at 280 words a minute on testimony.

One of the newest and most modern hotels in New York City, the Vanderbilt, at Thirty-fourth street and Park avenue, has been selected as the headquarters for the convention. This hotel is entirely fireproof and was opened to the public on January 10 of this year. The regular rates are from $3 to $12 per day, but the committee has secured a rate for members at the convention of $3 per day for one person in a room, and $5 per day for two in a room. All rooms are equipped with bath and with a wardrobe room in connection.

Members expecting to attend the convention should reserve their rooms at once, so that they may be cared for at the headquarters. All of the sessions of the convention will be held in this building, as well as the annual banquet. The convention proper will be held in the beautiful Della Robbia restaurant, this room having been secured for the week. It will accommodate 500 people, and is large enough to permit of its being divided so that the convention can be held in one part and

the other part used by the Committee on Demonstration.

Reading Another's Shorthand

THE *Typewriter World* for July gives a very interesting specimen of the shorthand writing of the late Isaac Pitman—a part of a letter written to Mr. J. N. Kimball in 1885 bearing upon the subject of a standardized shorthand. We give below a reproduction of a part of the notes with transcript, and for the purpose of comparison show the same matter written beneath in Gregg Shorthand. An analysis of Mr. Pitman's notes shows the following results:

TABLE

1st line	4	shades,	4	det.	vowel	marks,	3	positions
2d "	4	"	3	"	"	"	4	"
3d "	3	"	5	"	"	"	3	"
4th "	4	"	3	"	"	"	3	"
5th "	4	"	5	"	"	"	2	"
Total	19	"	20	"	"	"	15	"

TRANSCRIPT

Let me ask a favor that you will take me into your confidence, that we may work together for the expansion of one system of shorthand over England and America. That is a noble mission. The existence of numerous systems of shorthand, or numerous adaptations of phonography, so that one person cannot read another's writing, would be a curse.

Further, in writing the matter, Mr. Pitman used 105 strokes, to say nothing of the 20 pen lifts necessary in inserting the detached vowels, 19 shaded characters, 15 outlines placed in "position," or away from the line of writing, and 19 backhand strokes. In the Gregg notes there are but 89 strokes, all on the slope of longhand, there is no shading and no "position" writing. More detailed analysis shows that practically every one of the outlines in Gregg are written from alphabetical characters, while with the Pitman there are 31 deviations from the simple alphabetical characters in writing 58 words.

The points to be deduced from this analysis are: 1. That Gregg Shorthand is

much briefer in outline, while still giving a much fuller phonographic representation, than is the Pitman. 2. That the light characters, absence of position, and one slope in Gregg Shorthand make for greater speed. 3. That the insertion of 20 detached vowels in the Pitmanic shorthand shows the absolute necessity for vocalization. 4. That a shorthand that shows so many as 31 deviations from the alphabetical characters in writing 58 words, with the possibility for variability in outlines this feature opens up, cannot hope to be easily read—even by the writer himself. 5. That the Pitmanic writing is exceedingly complex—because of its excessive departure from alphabetical characters, possibility for variable outlines, position writing, shading. 6. That if the vowels are indicated by detached characters, the writing becomes exceedingly slow; if the vowels are omitted, the writing becomes quite illegible.

These are a few of the reasons why there can be no such thing as a standardized shorthand with the old geometrical systems, and why Gregg Shorthand is growing enormously in popularity. As the weaknesses of these old-time systems become more and more recognized—and *appreciated* by the writers of these systems themselves—the ranks of Gregg writers swell.

Our Pacific Coast Office

A BRANCH office of the Gregg Publishing Company has been established in San Francisco, to be known as the Pacific Coast office. The new office is located in the palatial Phelan Building—which is a landmark of San Francisco—and will be under the direction of Mrs. Frances Effinger-Raymond, who is admirably equipped for the responsibilities of the position through her previous experience as a teacher in both public and private schools, as well as in shorthand reporting.

We have been fortunate in having the system represented on the Coast by men of unusual ability. Messrs. C. E. Howard and A. S. Weaver for many years ably handled the work, and on their retirement from the field of commercial education they were succeeded by Mr. Cox, of the San Francisco Business College, who has since conducted the work with tact and efficiency. The growth of business, however, rendered it imperative to establish a direct office, but in resigning the agency Mr. Cox has given us assurances of his valued advice and assistance.

With three offices—New York, Chicago and San Francisco—working in harmony and on a well-organized plan, we can assure our friends on the Coast of direct and continuous service. We bespeak for the new office their support and co-operation.

Time to Renew

THE August number completes the fourteenth volume of the *Gregg Writer*—and with it a great many subscriptions will expire. Is yours one of them? If it is, sit down right now and pin a dollar bill to a slip containing your name and address, and simply say "Renew." Don't wait—do it now!

You can't afford to miss a single number of the *Gregg Writer*. The next number will be especially interesting, and we have planned to make Volume Fifteen better and bigger than any previous volume.

Just look back over the past year's numbers and think of the many good features the magazine contained—how much the magazine assisted you in your work, and how the things you got from it have helped to increase your stenographic efficiency.

The magazine is a great stimulator. It produces an enthusiasm that is coinable into cash.

Renew promptly! You won't want to miss even one number!

More Triumphs

THERE is a dramatic interest to the story told elsewhere in this issue of Mr. Crockett's winning the Junior Shorthand Championship in the contests in England.

It will be remembered that in the contest for the Miner Medal in 1910, Mr. Gurtler won the Medal in competition with fourteen Pitmanic writers; in the Reporters' contest last year, Mr. Swem estab-

lished the highest record ever made on solid non-court matter in competition with twenty Pitmanic writers; and in the Championship contest against nineteen Pitmanic competitors he exceeded the previous world's record on jury charge matter by ten words a minute.

And now Mr. Crockett, the only Gregg writer in a field of twenty-five contestants, wins the Junior Shorthand Championship of England with a record of less than one per cent of errors!

"Nothing succeeds like success!" We hope that in the Championship Shorthand Contest to be held by the National Shorthand Reporters' Association in New York this month, the writers of Gregg Shorthand will establish still higher records. Whether they do or not, a full graphic story of the contest will appear in the September number.

Brevities

An interesting and graphic pen picture of the speed contest for the Shorthand Championship at the convention of the National Shorthand Reporters' Association will appear in the September number. This feature will be worth the amount of a subscription for a year.

* * *

Many teachers will be glad to learn that the examination for the teacher's certificate may now be taken by mail, under conditions that safeguard the examination. A pamphlet giving particulars of the plan will be sent on application.

* * *

Next month we hope to devote two or three pages to items about teachers and schools. Press clippings and notices of changes of location, catalogues, etc., will be appreciated.

* * *

Our impressions of shorthand conditions in France, Germany and Austria, obtained during our recent visit to these countries, will appear in an early issue of the magazine.

* * *

Fred H. Gurtler was one of the staff of five reporters engaged to report the proceedings of the National Republican Committee and the Credentials Committee, the other members being John D. Carson, A. R. Connor, Fred Carlson and D. A. Lawson. This is said to have been one of the most exhausting and nerve-racking reporting jobs ever known. In order to get its report before the convention, the committee held almost continuous sessions, day and night. On Sunday morning, June 22, the Chicago *Record Herald* said:

> The terrific grind which ended at 11:30 o'clock last night had its effect upon the committeemen. They were haggard and heavy-eyed, and some staggered from exhaustion as they came from the committee room in the Coliseum Annex, where they had been battling without intermission since nine o'clock Thursday morning. Meals had been served to them in the room, and the only sleep they had obtained was the few winks they would pilfer while some uninteresting recital of evidence or argument was on.

If it had this effect on the members of the committee, think what it must have meant for the reporters who were working continuously reporting and dictating transcripts!

* * *

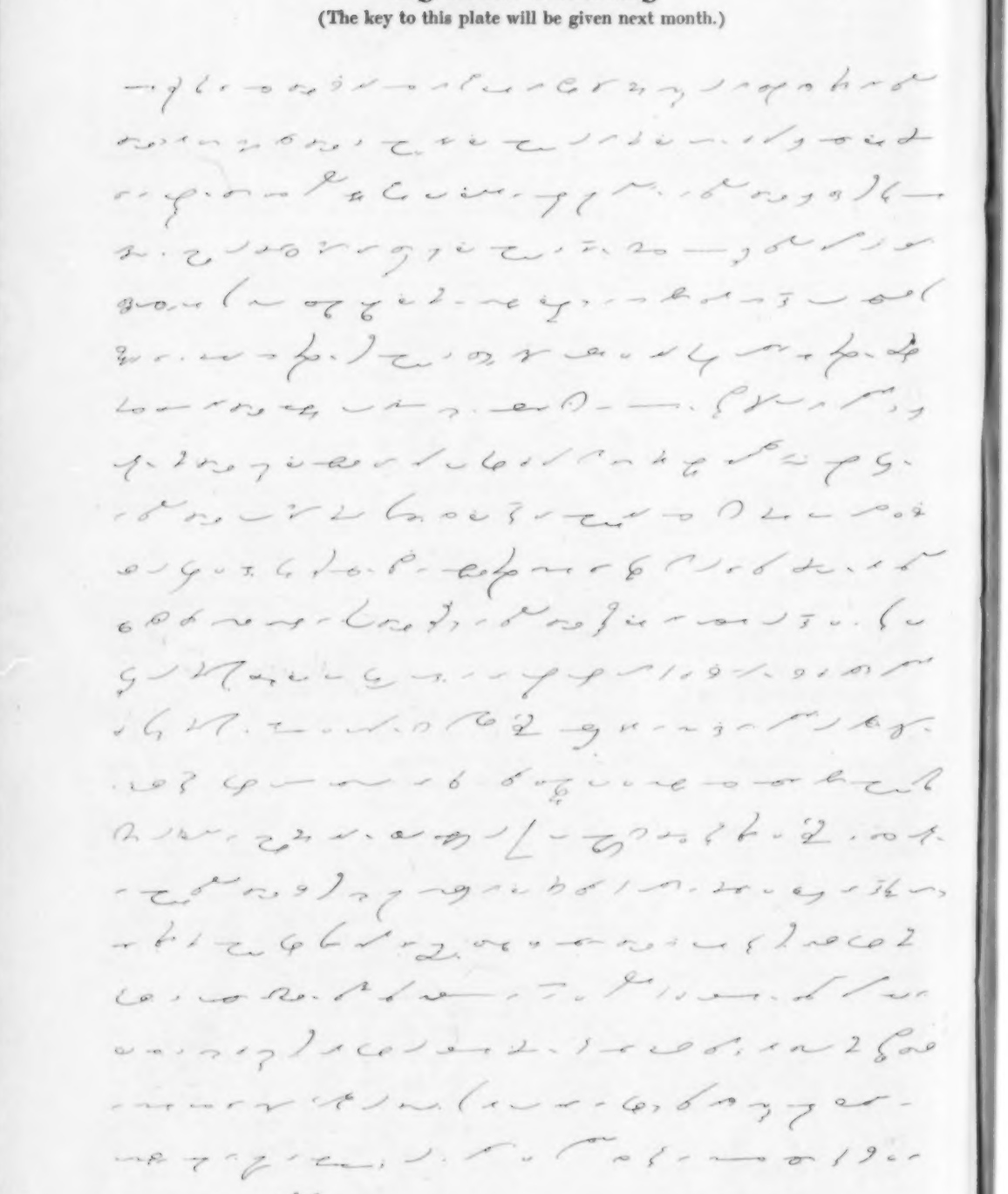
Of the September number *fifty thousand copies* will be printed. This is the goal towards which we have been working for many years, and we hope to see that great circulation maintained and increased in the coming years. The magazine now has the greatest circulation ever obtained by a shorthand publication, but it must keep pace with the onward sweep of the forward movement in shorthand. With the continued co-operation and support of its faithful friends it will do so!

* * *

The growth of the demand for well-trained teachers of the commercial subjects is evidenced by the exceptionally large enrollments at the summer normal schools for commercial teachers. From Rochester word comes that the enrollment at the famous "R. B. I." this year far exceeds that of any previous year, the attendance of shorthand teachers being about double that of the previous year. The Gregg School, Chicago, Summer Normal opened with an enrollment of seventy teachers, representing twenty-four states and Canada. Bowling Green Business University inaugurated its summer course for commercial teachers so very successfully that in the future it intends to make this a prominent feature.

My Ideal Secretary

(The key to this plate will be given next month.)



For the Typist

A Clearing-house of Ideas for Typists, Beginners and Professionals.
Conducted by Rupert P. SoRelle, 1123 Broadway, New York,
to whom all communications relating to this
department should be addressed.

How to Acquire Typewriting Technique

No. 12

Tabulation

THE two points that have the most important bearing on good work in tabulation are *clearness*, and *compactness* without crowding. The *planning* of the tabulation is perhaps the most important feature of it. This requires a close analyzation of the whole mass of facts and

	1902	1903	Increase
Enrollment.....	270,000	310,000	40,000

ILLUSTRATION No. I

figures, and a plan worked out that will make the various parts stand out in their true relation—clear, bold, unmistakable. Simplicity of arrangement in this work, as in all other typewriting work, is of very great importance also. It must be remembered in all kinds of typing that the arrangement should be made as far as possible to admit of quick understanding by the ordinary reader. Even in technical work, or work that possibly will not be scanned by any except men with trained minds, simplicity is a decided advantage because it economizes time.

Unless the tabulation is brief—that is, contains but a few lines, single space is generally best. The various columns should not be separated by greater spaces

	1902	1903	Increase
Enrollment.....	270,000	310,000	40,000

ILLUSTRATION No. II

than are absolutely necessary. When columns are widely separated, time necessarily must be lost in following the "leaders" from one column to another. As an example, take Illustration No. 1. This shows one line of a tabulation in which the first column is widely separated from the others. In the second illustration an improved arrangement is made by drawing the columns closer together.

The distance between the columns, however, must necessarily be regulated by the nature of the matter—the space it will take. The items contained in the different columns are nearly always of variable length and provision must be made for the longest line.

Headings

Getting a good clear statement of the purposes or import of the tabulation in

OUR PRODUCTION IN THE METAL FIELD COMPARED WITH THE WORLD'S PRODUCTION

Products	Our production, 1909.	The world, 1909.	Approximate ratio.
Iron ore.....tons..	51,750,000	765,000,000	1 to 15
Pig iron.....do....	23,793,000	380,000,000	1 to 16
Open-hearth steel.....do....	14,493,000	99,000,000	1 to 7
Bessemer steel.....do....	9,320,000	140,000,000	1 to 15
All steel.....do....	24,000,000	260,000,000	1 to 11
Bessemer steel rails.....do....	1,800,000	57,000,000	1 to 32
Open-hearth steel rails.....do....	1,286,000	2,730,000	1 to 2
All steel rails.....do....	3,024,000	60,000,000	1 to 20
Structural shapes.....do....	2,273,000	32,000,000	1 to 14
Cut nails.....kegs..	1,207,000	300,000,000	.....
Wire nails.....do....	14,000,000	172,000,000	1 to 12
Tin plates.....tons..	613,000	6,100,000	1 to 10

ILLUSTRATION No. III

the head-line is an art. The head-lines in our newspapers are worth studying in this respect. They are models of compact, concentrated information. Clearness, however, should never be sacrificed to brevity in wording. There are usually two kinds of headings in tabulated work—the main heading, which gives a brief statement of what the tabulating is as a whole; and the column headings, which describe the column contents in detail. The typist must attempt to eliminate as many columns as

possible by planning his tabulating carefully. This frequently requires considerable ingenuity.

How to Type the Work

When the plan is determined upon, and this can best be accomplished by working it out with pencil and paper first, ascertain the width of columns by counting up the number of spaces required for the different items or figures. Space of course must be provided for the ruling, if done with a pen, or for the colon if this is used for vertical lines. When the points of beginning of each column are determined, set the tabulator stops on your machine

TABLE SHOWING THE PRINCIPAL ITEMS IN THE MANUFACTURING PLANTS OF THE VARIOUS SUBSIDIARY COMPANIES OF THE U. S. STEEL CORPORATION.

Plants	Number of works.	Blast furnaces.	Open-hearth Furnaces.	Bessemer converters.	Rail mills.	Structural shape mills.	Bridge plants.	Nail and wire factories.	Plate mills.	Puddling furnaces.	Rod mills.	Foundries.
American Bridge Co.	20	...	11	...	...	2	20	...	...	...	...	5
American Sheet & Tin Plate Co.	36	...	12	...	...	...	...	...	...	6	...	2
American Steel & Wire Co.	28	12	17	4	...	...	...	23	8	...	17	6
Carnegie Steel Co.	34	47	86	18	4	9	2	...	9	...	...	3
Clairton Steel Co.	1	3	12	...	...	1	...	...	...	...	...	...
Illinois Steel Co.	5	21	24	6	2	2	1	...	3	...	3	2
Lorain Steel Co.	1	...	...	...	...	...	...	...	...	...	...	2
National Tube Co.	19	12	...	6	1	...	...	...	...	96	...	7
(And other tube companies.)												
Tennessee Coal, Iron & Railroad Co.	5	16	8	2	1	...	...	...	1	...	...	2
Union Steel Co.	2	5	24	...	...	...	...	4	1	...	4	...
Universal Portland Cement Co.	4	...	...	...	...	...	...	...	...	...	...	...
Total	145	116	194	36	8	14	23	27	17	100	24	30

ILLUSTRATION No. IV

so that you can pass from one column to another quickly. It is much better to work *across* the line, rather than to write one column, then turn the platen back and start another. If you are using carbons, and follow the latter plan, you will surely get into trouble because of your paper pack shifting and throwing the matter out of alignment.

In almost any kind of tabulation work, considerable shifting of the eyes back and forth from copy to machine is necessary. Care must therefore be taken to avoid skipping figures or even whole lines of writing. The point in Civil Service examinations at which most applicants fail is on the simple copying and spacing test —simply because of the tendency to "lose the place" and copy the wrong figures. In arranging headings over columns it is frequently necessary to shift the paper after the tabulation has been made so that the heads may be written lengthwise of the sheet as shown in Illustration No. 4. While this is necessary in a great many cases, it should be avoided wherever possible—but

IRON PIPE STRAP 3/8" Thick, 3" Wide, 72" Long.
11/16" Diam. Holes, Drilled as shown.

Number Required - 10,000

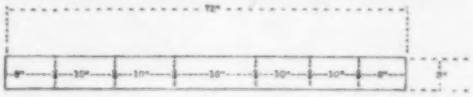


ILLUSTRATION No. V

the typist should not hesitate to resort to this style in writing headings when the occasion demands it.

Ruling

Where ruling is required on tabulated work, a much more attractive effect can be obtained by ruling with pen and red ink. Or if it is desired that the ruling match the ribbon of the machine, indelible pencils of various colors can be obtained. Ruling can be very successfully done while the matter is still in the machine by following the directions given for this in Rational Typewriting. This is especially true when you are making several carbons. Where pen and ink are used more satisfactory work can be done after taking the papers from the machine.

Studies in Arrangement

A great deal can be learned about arrangement by studying the various ex-

EXPERIMENTAL APRON FOR FLAT CARS.

Iron or steel, 1/4" Thick, 18" Wide, 40 Ft. Long.
3/4" Holes on Short Side, 3" centers and 6" from each end.

Number Required - 2 (for experimental purposes)

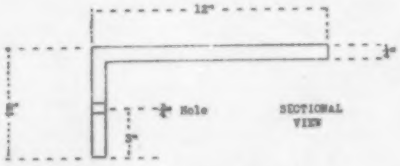


ILLUSTRATION No. VI

amples of tabulation which may be found in the U. S. Government Bulletins of various kinds. Many of these can be obtained by simply writing for them. The Congressional Record in nearly every

issue contains more or less matter that is set up in tabular form. These will all afford excellent practice in tabulating.

Typewriter Sketches

How the typewriter may be used in making simple sketches is shown in Illustrations 5 and 6 contributed by Mr. I. N. DeLong of the Canal Zone. Referring to the typewritten "art" work, Mr. DeLong says:

The specimens that have been published are indeed beautiful and show great skill, but I take exception to them because they are of no practical value to the working stenographer. Typewritten sketches, similar to the ones I have submitted, can be written in the body of your letter or order and save the time and material that would be consumed in making a tracing and blue printing the copies. Any industrial or construction stenographer will recognize the value of such sketches.

Emil A. Trefzger Wins

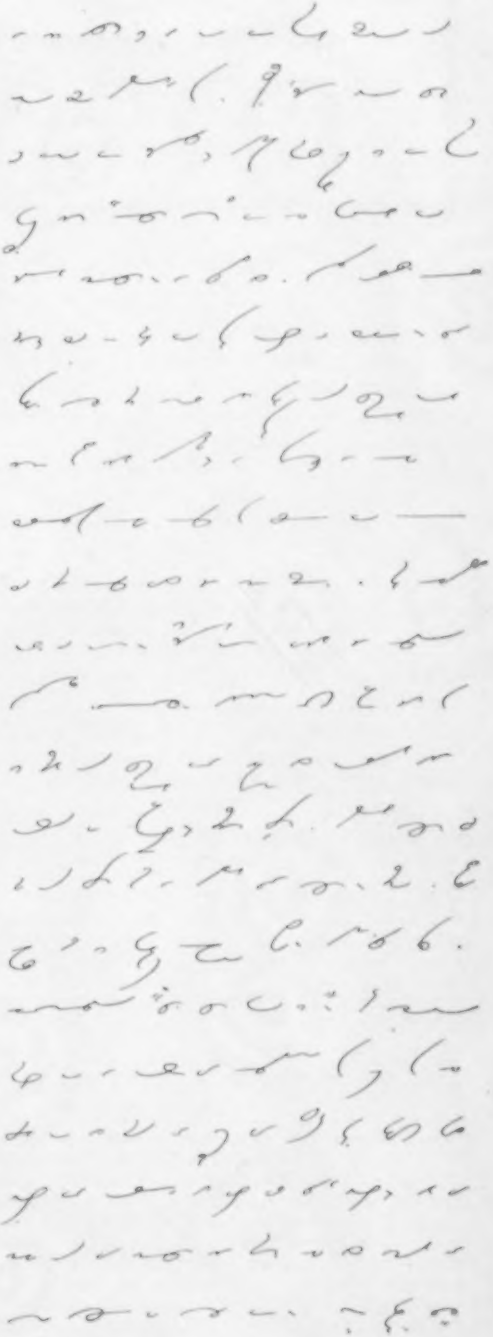
For the third time in succession, Mr. Emil A. Trefzger won the English Typewriting Championship in London, on June 1st. The English Championship Cup now becomes his permanent property. London *Tit-Bits* writes of Mr. Trefzger's brilliant victory: "This makes Mr. Trefzger's third consecutive success in this connection. The test consisted of copy from printed matter for twenty-five minutes and typing from personal dictation for fifteen minutes. The winner was a conspicuous figure during the contest. With collar removed and a green shade over his eyes, he went to work with the precision and swiftness of an automatic machine and all, seemingly, without the least effort, his work being the acme of perfection."

Mr. Trefzger led his nearest competitor by 726 words, or 18 plus words per minute. That Mr. Trefzger's work was the "acme of perfection" is shown by the fact that he made a total of but 29 errors, while the winner of second place made 103—nearly four times as many.

In the "team" typewriting contest, the Underwood team composed of Miss Fritz and Mr. Trefzger, were victorious by a safe margin.

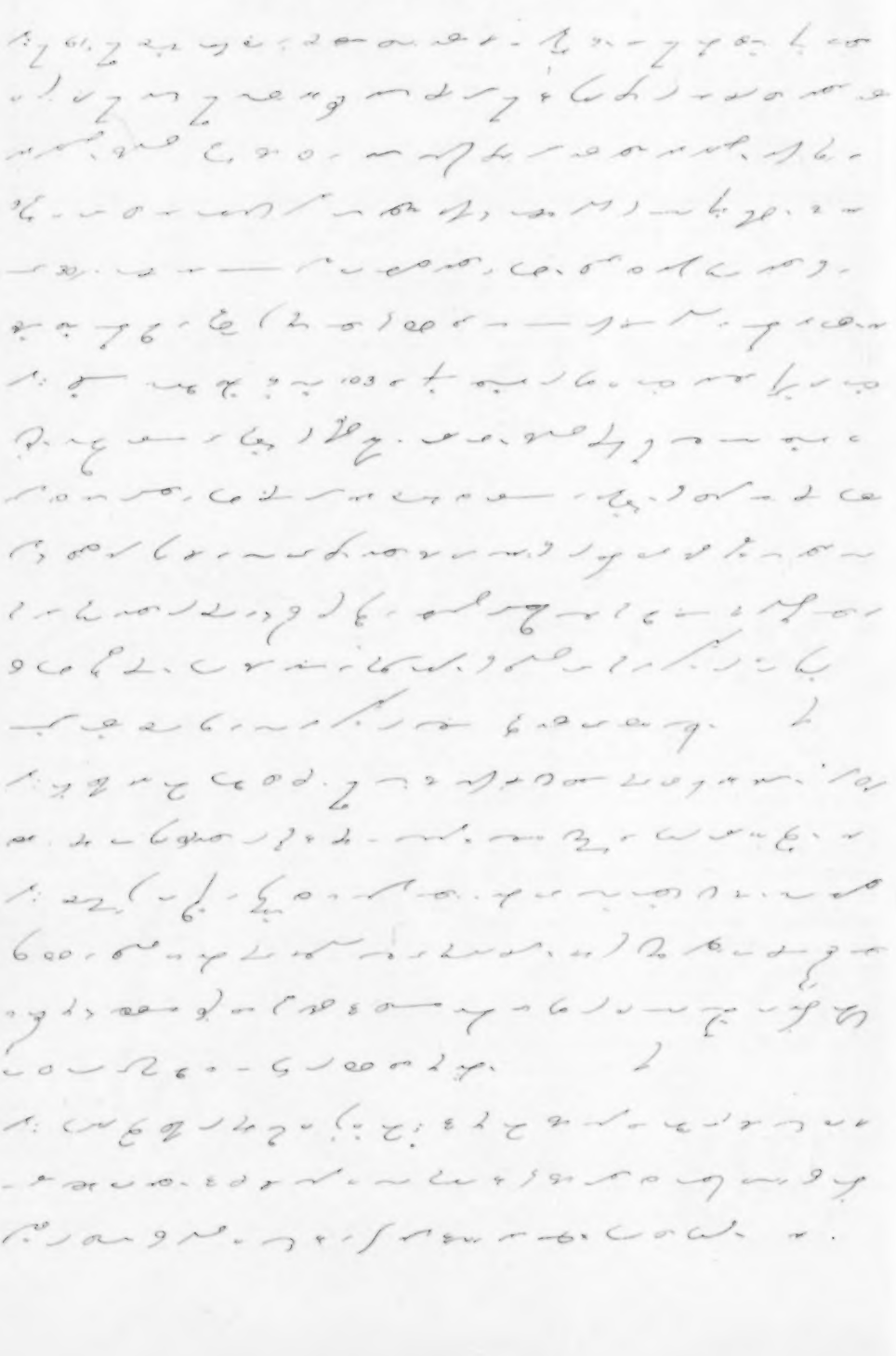
Do Not Undervalue Yourself

(The key to this plate will be given next month.)



General Railway Business Letters

(The key to this plate will be given next month.)



?'s and A's

Conducted by Alice M. Hunter, 32 So. Wabash Avenue, Chicago, to whom all communications relating to this department should be addressed.

Fifty cents is given each month for the best answer received on each question, and an additional 50c for the best answer of the month. Subscribers may send in answers to as many of the questions as they desire.

Answers to the questions in this issue must be in our hands by September 15, and will be published in the October number. Readers are invited to submit questions to be answered in these columns.

Shorthand in Shakespeare's Time

By Mary O. Pollard, Chicago

RETURNING to the question which was under discussion some time ago with regard to famous examples of the use of shorthand, a very interesting account is found in a book by Matthais Levy published in London in 1862. This account argues that at least a part of Shakespeare's works were published from shorthand notes taken by reporters during the acting of the plays. The author says that the dramatists of the sixteenth century often complained of the way they were treated by the shorthand writers, thus showing that it was the custom of the shorthand writers of that day to report speeches, though not always accurately.

The oldest text of Shakespeare's *Hamlet* known for many years was the one of 1604, which bore on its title the words, "Newly imprinted and enlarged to almost as much again as it was, according to the true and perfect copy." In 1825 a new edition was discovered bearing the date of 1603, but this was so entirely different from the edition of 1604 as to make critics doubt its genuineness. However, by careful comparison of the two editions many have come to think that the first edition, the one of 1603, was one made by a shorthand writer who, when he was unable to make a complete report, filled in partly from memory and partly from conjecture what he did not have in his notes. Therefore, because this edition was so faulty, Shakespeare, to protect himself, published his authorized edition of the next year.

Other plays are supposed also to have been taken down in shorthand. At any rate *Merry Wives of Windsor, Henry V,* and *Julius Caesar,* were published surreptitiously before the authoritative editions appeared. Two systems of shorthand were known in Shakespeare's time, those of Bright and Willis.

Advantages of the Backing Sheet

41. What is the opinion of the readers of the *Gregg Writer* in regard to the use of a backing sheet in actual work? What practical advantage is the use of such a sheet?

While the use of the backing sheet is by no means universal among practical typists our contributors agree that this device possesses many distinct advantages. Miss Helen Yungbluth, Marquette, Mich., outlines these as follows:

1st. It gives a finished appearance to the work and an evenness of pressure of all parts of the key.

2d. It protects the platen from all sharp characters, such as the comma, period and hyphen, thereby preserving a smooth surface on the same.

3d. It deadens the sound considerably, especially if the machine is one that has been in use for several years, and is inclined to be noisy.

A method of demonstrating these advantages is suggested by Mr. Raymond M. Offt, Passaic, N. J.:

Take a fairly heavy piece of paper of the same size as the letterhead and use it as a backing sheet for a day or two; then look at it and the advantages of its use will be evident. A "backer" saves the rubber platen of the typewriter a great deal of wear, as without such a sheet, the platen would become full of small dents and holes caused by periods, commas, quotation marks, etc., and in a comparatively short time would have to be replaced by a new

one. Otherwise, on account of the dented platen, the typewriting would appear uneven.

Another advantage is that it makes a softer back for the sheet on which the typewriting is done and so a better imprint can be made.

A substitute for a regular backing sheet is suggested by Mr. D. G. Hughes, Gary, W. Va., who says:

I have found it much more satisfactory to simply wrap a sheet of paper around the platen of my machine. I use a sheet of the size that will wrap around the platen about twice and I fasten it with library paste. In this way the paper is not glued to the platen but is merely wrapped around it tightly enough to keep it from slipping. It can be easily removed and should it become torn or dirty it is the work of but a moment to put on a new sheet.

The strongest argument, I suppose, in favor of a backing sheet is that it protects the platen and prevents it from becoming "pock-marked." In addition to the trouble of inserting and removing the backing sheet each time I have found it to be a source of considerable annoyance due to a tendency to turn the inner sheet without turning the outer one, thus causing the typist to write one line over another.

My method has all the advantages and none of the disadvantages of the backing sheet. It does not have to be inserted and removed each time and instead of causing the machine to write one line over another it prevents this.

I use a sheet of quick-drying mimeograph paper as a wrapper for the platen. This is, of course, somewhat spongy and rough and I find that it will cause the machine to feed the paper properly even if the platen is so worn that it would not feed a single sheet without this wrapping.

Mr. L. J. Toothaker, of Sparta, Mich., recommends a "properly ruled and indexed backing sheet" as an aid in producing all-round artistic work. The sheet which he describes is very similar to the Tindall's Typist's Constant Companion, a cut of which may be found in the "For the Typist" Department in the August 1911 *Gregg Writer*.

Mr. B. S. Barrett, Brooklyn, N. Y., reminds us that "the life of any machine depends on its care and usage." In this respect he says a typewriter is like a piano and his practical remarks are closed with the injunction "don't play ragtime on your typewriter!"

A Stenographer's Reference Library

42. What reference books are in use in the up-to-date business office? I should like to get a list of half a dozen or more volumes with which an efficient stenographer should be familiar.

First place is given to the contribution of Mr. P. O. Selby, Carthage, Mo.

The most frequently referred-to books in any business office are the telephone directory, the city directory and the directory of that particular business. The up-to-date business man also keeps near him an unabridged dictionary, an atlas of the world, a postal and a shipping guide, and a compendium of commercial law. I have seen in several offices small books on punctuation and in one a book on grammar. The presence of these books did not speak well for the stenographer.

As a diversified supplementary list permitting many extensions, I suggest for the stenographer anxious to become more efficient, Sherwin Cody's *How to Write Letters that Win*, Eaton's *How to do Business*, Huffcut's *Elements of Business Law*, Ely's *Outlines of Economics*, Scott's *Money and Banking*, and James J. Hill's *Highways of Progress*.

In addition to the standard books suggested above others given by various readers are:

Dun's & Bradstreets *Commercial Reports*.
Official Railway Guides.
Roget's *Thesaurus of English Words*.
Barrett's *Book of Homonyms*.
SoRelle's *Office Training for Stenographers*.

Mr. B. S. Barrett believes that the stenographer should have for her personal property and ready for immediate reference pocket editions of both an English and a shorthand dictionary.

Some of our readers will, we are sure, take issue with Mr. Selby's statement that the possession of books on punctuation and grammar is a reflection on the efficiency of a stenographer. Mr. Barrett takes just the opposite view. His opinion is that it would be well if the majority of assistants would not "depend on their memories and previously acquired knowledge so extensively." He further states that many an error would be avoided if the necessary reference books were at hand or if the stenographer on every occasion consulted those which were available. Just to bring out a little different phase of this question we will offer a copy of Punctuation Simplified—which is, by the way, a very valuable desk manual on the subject of punctuation—for the best written incident, illustrating how the use of a reference book on grammar or punctuation "saved the day." We know there are such incidents of almost daily occurrence and we want to hear about them!

The Origin of Commercial Signs and Punctuation Marks

43. What is the origin of the following commercial signs: $, £, @, % and of the punctuation marks? and ! ?

Numerous answers have been received to this question and the origin of the marks named has been correctly accounted for by several readers. The first correct answer, however, which reached us was from Mr. Wellington Patrick, Mounds, Oklahoma. This is quoted in full.

$

In this connection, I will say that many of our commercial signs are of very interesting origin. The dollar sign has been variously accounted for, many claiming that it is American in its origin, but this character was in use long before the adoption of Federal currency. It is probably a modified figure 8, denoting a "piece of eight," i. e. *eight reals*, an old Spanish coin of the value of a dollar. Thus when Federal currency was adopted this name was given for dollar. Many people suppose that this sign is a modification of the monogram formed by striking the letter *U* over the letter *S*.

£

The character £ for Pounds sterling, is merely a capital L with a mark drawn across it, and represents the corresponding Latin word *Librae, balance;* while ℔, or *pound weight*, is formed from the first and third letters of the same word, connected by a similar mark.

@

The sign @ is a graphic modification of the Latin word *ad*, meaning *at* or *to*, or perhaps of its first letter only.

%

The sign % is a cursive variation of the division sign (÷); thus 6% may be expressed 6/100 or 6÷100, or, without indicating the denominator 6÷, whence in rapid writing 6%.

?

The interrogation point (?) is said to have been formed from the first and last letters of the Latin word *Quaestio*, meaning *question*, placed one above the other. The present sign is simply a modification of this.

!

In a similar manner, we have the exclamation point, which was formed from the first and last letters of the Latin word *Io*, meaning *joy*, written vertically, the modified form of which gives us our exclamation point (!).

/

Referring to our previous discussion of the name of the oblique dash, Mr. Patrick adds:

This character is properly called the "Shilling sign," or simply "Shilling," or "Shillings." The character is used in the English monetary table in a manner similar to the use of the period between dollars and cents in our monetary table. It is used between shillings and pence as follows: 1/2=1s. 2d; 2/6=2s. 6d., etc. It is simply the letter *s*, the first letter of the word shilling. Write this in old style italics, and you have almost the shilling sign (/). Not having a corresponding use in our monetary system, the name *shilling* would not be appropriate. In time it will be discarded altogether, or if used, be given a name significant of its use.

&

The origin of the sign & is also explained by Mr. Patrick:

Ampersand, a word used to describe the character &, is a corruption of *and*, per se, *and*, i. e., *and*, by itself *and*.

d

In regard to this proofreading mark, Mr. Barrett says:

The lower-case Greek d stands for *dele*, which means "to take out," and is used to indicate words or letters that are to be stricken out.

Commercial Schools in Europe

44. To what extent is commercial work taught in public and private schools in France, England, Germany and other European countries? Is it making as rapid progress as in the United States?

Much interest has been aroused on this question and a number of creditable replies have been received. Commercial education in Germany has been well covered and some mention made of this phase of education in other European countries. We are, however, holding the final discussion of the question for further contributions. On England and France especially we are interested in obtaining more detailed reports. Mr. Gregg is now on a trip through France and Germany, where he is making a special study of the work done in the commercial schools of the continent. We are hoping that on his return he will be able to contribute some valuable material to this discussion.

The Use of Red Ink

45. Some time ago I read in a magazine that experienced teachers had found it advisable to correct students' papers with green ink rather

than red, as green was a more soothing color. Red was said to be an angry, blazing color which will tend to bring about a more injurious state of the nerves than green. May I have your opinion on this subject?

In general our contributors do not take kindly to the idea advanced by the magazine article referred to. The concensus of opinion seems to be that if it is necessary to use considerable red ink on the student's paper his work is of such a character that it is advisable that he should become somewhat nervous in regard to it; while the nervous, high-strung student is ordinarily so conscientious and painstaking that the amount of red ink used will not to any extent aggravate his nervousness. As Mr. R. Mann, Trenton, Ill., says:

I do not think that red ink would cause any pupil a nervous breakdown, while green, if it is such a "soothing color" might sooth the pupil so much that he will not care to note the errors which are checked.

Mr. M. N. Bunker, Halford, Kansas, classes red as an "attractive" rather than an "angry and blazing" color. He speaks of the possibility that the use of quantities of red ink may affect the teacher's nervous system, but feels that no such fear need be entertained about the student.

That green ink might have its disadvantages is brought out by Mr. Barrett:

The question arises whether green ink might not excite greater anger on the part of the pupils who might fancy in its use a covert insinuation of verdancy in their work or in themselves. On the other hand it would doubtless please pupils of Milesian extraction to see this color, emblematic of their country and its flag. Every color seems to have some sort of suggestiveness about it. Blue might indicate the mental condition of the backward pupil, and as yellow is the color adopted by the suffragists, it might suggest insurrection.

We have not, however, heard from any teacher who has tried the plan of using green ink in the way suggested. We are hoping that we may do so and that some practical suggestions may be added as to what method of making corrections produces the best results.

Referred for Answer

50. To whom is it proper to apply the title "Professor"?

51. Do employers, as a rule, prefer touch typists, or are a good many, as is supposed by some students, old fashioned enough to put no confidence in such "fads"?

52. The following suggestion is quoted from a recent issue of a business magazine:

"In one large office, each department uses paper of a different color for the carbon copies of its outgoing letters to distinguish its correspondence when placed with that of other departments in the general files. When request is made for the letters of any particular department with a correspondent, the file clerk has only to observe the color of the carbon copies attached to the original letters instead of having to look for the initial of the writer on every one."

What is the opinion of the readers of the *Gregg Writer* as to the utility of such a plan?

53. A Typist complains that she suffers great discomfort from cold fingers while typing. This condition is present even when working in a warm room and when the rest of the body is warm. Can any one suggest a remedy?

54. Will you ask your readers to furnish a list of words frequently used in connection with the aeroplane business?

"THE greater part of the courage that is needed in the world is not of a heroic kind. Courage may be displayed in every-day life as well as on historic fields of action. The common need is for courage to be honest, courage to resist temptation, courage to speak the truth, courage to be what we really are, and not to pretend to be what we are not, courage to live honestly within our means, and not dishonestly upon the means of others."

For the Reporter

News and Suggestions of Interest and Value to the Shorthand Reporter. Conducted by Fred H. Gurtler, 1018 City Hall Square Bldg., Chicago, to whom all communications relating to this department should be addressed.

Reading Shorthand Notes

FOLLOWING the suggestion in the last paragraph of our department last month, we desire to direct the attention of our readers to the development of ability to read poorly written shorthand notes.

In general, one's ability to read unsatisfactorily executed and exaggerated outlines depends, first, upon the mental picture or conception of the proper form; second, upon the ability to reconcile non-theoretical combinations; and third, upon the ability to keep the general outline in mind and at the same time, through the imagination, to try out different words embodying consonants and vowels similar to those in the doubtful portions of the outline that is giving trouble.

How Reading Ability Can Be Developed

If a writer is accustomed to reading only well-written shorthand, he must maintain a high efficiency in execution to be able to read his notes with any degree of accuracy. When there is even a slight deviation from the theoretical and the correctly proportioned ideal form he immediately experiences trouble in reading, for the reason that he has had no experience in reading notes made under stress—notes that necessarily will deviate from the ideal forms. The question naturally arises—How can this ability be developed?

The writer should find out in some way what an undecipherable outline is supposed to represent, and then make a mathematical comparison of the exaggerated or incorrect form with the correct one, studying every detail of its component parts. The unnatural formation of a character, or word, under stress at one time is an accurate indication of how that same outline, or those same characters, will be made by the same writer under similar circumstances. Hence a scientific basis for accurate deduction is laid.

A quick way to learn just what variations are made in your notes under stress of rapid work is to have some one dictate to you from a manuscript at a higher rate of speed than you are really able to write, and then spend plenty of time in trying to decipher the forms. Having failed to decipher a few of them, refer to the printed copy to see what the words are, and then note these minutely and study the underlying principle of deviation. When this is once thoroughly learned the writer can so accurately determine what his variation from standard forms is that it is very seldom he cannot read an outline, no matter how far from the standard it may be.

In court work good notes are not always possible. In the first place, as we have often said, if one is simply trying to make good outlines leisurely and thoughtfully when the dictation is slow, that is one thing; but in court and general reporting there may be not only excessive speed, but *difficult* subject matter, inability to hear distinctly, an inconvenient place to write, and many other conditions that arise constantly in actual work that make accurate notes impossible. There may unavoidably be pages of poorly executed notes that must be transcribed correctly and quickly.

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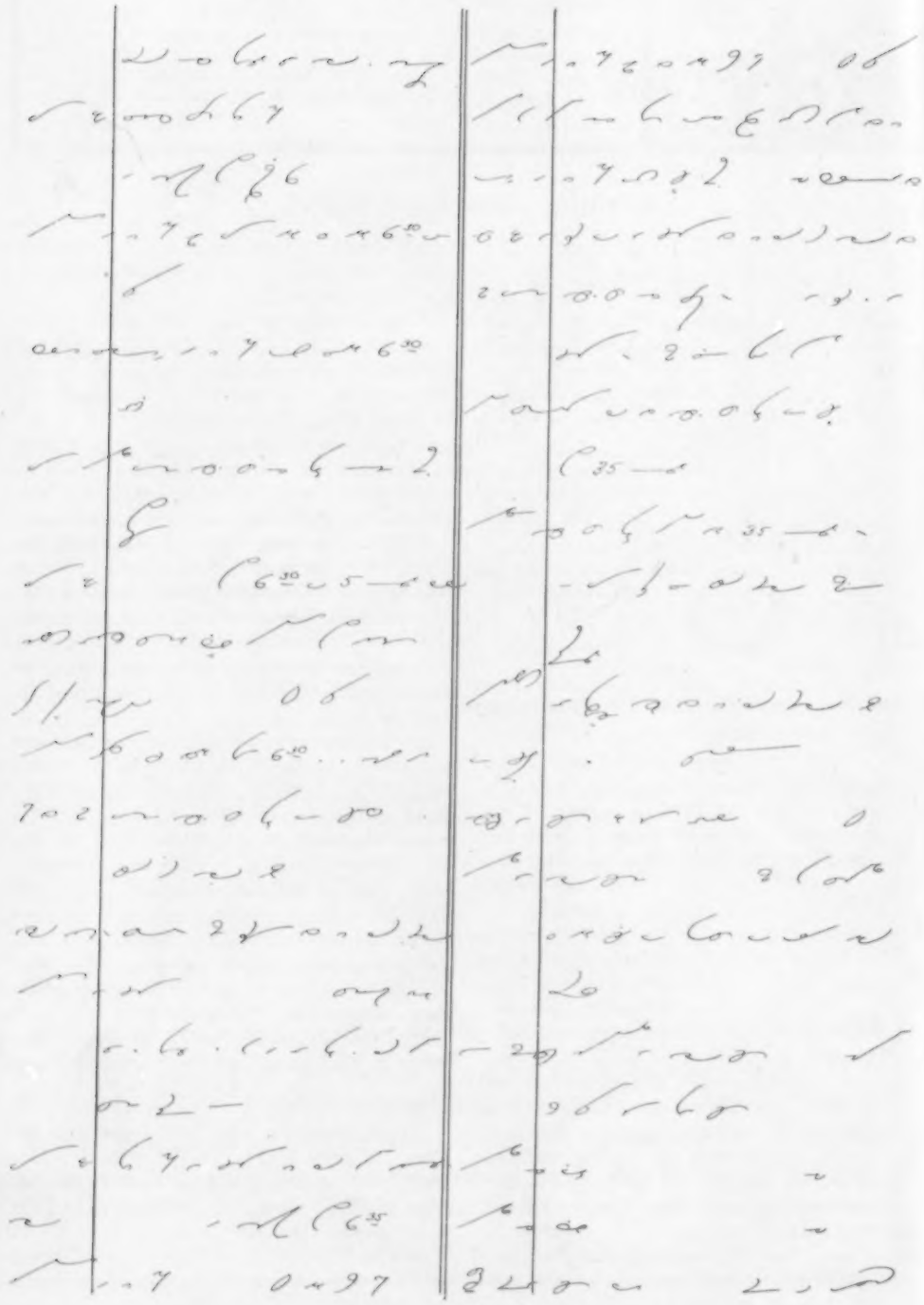
Simple Testimony—V

(For key, see page 695.)



of the latter. "Takes" of approximately five to ten minutes were allotted to the five reporters; and, for the purpose of this illustration, suppose that Reporter X had for his take a portion of a heated discussion on the floor where he had to watch the speakers very closely in order to get their names as they spoke, as well as to hear what was said. Suppose (as was often the case) that while a number of committeemen were busily answering and questioning one another on the floor there were other members right around the reporter, holding conferences and making comments with reference to the discussion, including more or less side talk and noise throughout the room. Suppose the speakers made frequent reference to figures and a great many proper names —names of persons, committees, halls, cities, counties, precincts and states—rapid interchange of remarks, conciliatory and otherwise, and frequent interruptions. That represents a common condition in reporting—the conditions under which the reporter has to work. Then your "relief" comes, and you go to the dictating room where, within a space of about 14 by 10 feet, there are four reporters dictating to typists at a high rate of speed, with the confusion created by the dictation and the machines, together with the noise made by the operation at high tension of four mimeograph machines, all within just a few feet. In such a case as that, do you not see the probability, almost *certainty*, in the first place, of making irregular and ill-shapen outlines; and, in the second place, the necessity of being able to read those outlines just as rapidly as though they were well executed and transcribed under favorable surroundings? Confusion of the kind just described is to a greater or less extent common, and the ability to read poorly executed outlines is as necessary as the ability to write wordsigns without hesitation.

The Value of Reading Ability

Theoretically one may go to court with the idea of making practically perfect shorthand characters, observing not only correct lengths from application of theory, and sufficient depth of curved strokes, but the careful execution of the finer details of artistic forms. *Practically* he may be confronted with the necessity of writing on his knee or standing up and holding his book in his hand, with the words being spoken at a speed of from 175 words a minute to 250 or more words a minute, with lawyers with whom the reporter is possibly unacquainted, perhaps five or six of them, the witness and the court all joining in the procedure. Thus, on the one hand, if an account of not being able to make theoretically correct notes you could not read what was taken under such circumstances, you would be in a serious quandary. If, on the other hand, because of having studied the variation of your notes from standard under these conditions, you could read these notes accurately, quickly and easily, you would still be able to make a creditable report.

An Emergency Measure

By emphasizing this special reading ability we do not wish to encourage *carelessness* in execution. As good notes as possible should be made *at all times*, and the writer should continue to perfect his style of writing to the utmost degree of perfection that his ability will permit. The ability to read badly formed outlines is to be used only as an "emergency" measure—and like all emergency measures should be developed to the highest possible point of efficiency.

Another feature that adds to the complication arising from poor notes is that a reporter not only is required to transcribe his notes rapidly, but frequently has to dictate to two operators in order to get out the transcript at a fixed time. To successfully dictate to two operators—and by operators we mean men and women who make a specialty of that work and who can write at a very high rate of speed—one must be able to read his notes mechanically, almost unthinkingly. There is enough to think about and to keep one occupied without having to think of what a character may or may not be—it must be read at a glance.

WE have recently heard of the following appointments of Gregg writers to court positions. In most cases, however, the reporters have been incumbents for some time.

C. W. Bradley, Official Reporter for the County Court, Purcell, Okla.

Mrs. Izora Dixon, Reporter for the Superior Court of the City of Perry, Iowa.

Stansell Whiteside, Official Stenographer for the District Court of the 25th Judicial District of the State of Oklahoma, Altus, Okla.

Georgette Pitken, Official Reporter, County Court of Fulton County, Lewiston, Ill.

Claude McLaughlin, Stenographer and Deputy Clerk, County Court of Lincoln County, Chandler, Okla.

Alfred F. White, Official Court Reporter, Sixth Judicial Circuit of Alabama, Tuscaloosa, Ala.

Prior to his present appointment, which took effect April 25, Mr. Whiteside had been working for the County Court of Jackson County, which also has headquarters in Altus.

Adjectives

There is a rule in English composition which limits the number of adjectives that may be used successively in well-constructed sentences. In order to define and limit terms used in court, this rule is frequently disregarded. The language must set forth the thought so clearly that there can be no room for conjecture. A set of fourteen adjectives was used in one question qualifying a certain kind of sheets which we thought represented somewhat unusual English construction, as follows: Open-hearth, full-pickled, double-annealed, three-pass, cold-rolled, roller-leveled and resquared steel sheets. The trade abbreviation for this runs about as follows: O. H. full P db annealed 3 P C R R lev & re-sq S sheets. It has often occurred to the writer that in seeking abbreviations for oft-repeated matter, it is well to see how that particular matter is abbreviated in longhand writing by people accustomed to those terms.

Court Phrases

In the plate matter of this department within the last year or so, there have occurred some very valuable phrases particularly applicable to court phraseology. Those who aspire to become court reporters would do well to become as familiar with these phrase forms and frequent court expressions as they are with the common beginnings and endings of formal business correspondence. Familiarity with court matter is a great aid, especially to the beginner.

Sign Your Letters

Some correspondents with the editor of this department have failed to sign their names, and may be expecting an answer to their communications dated several months ago. For a stenographer the most difficult task seems to be to sign his own letters.

A Melancholy Man

Lord Hannen was badly hoaxed on one occasion by a juryman, who pleaded to be excused because he was "deeply interested in a funeral at which it was his desire to be present."

"Oh, certainly," was the courteous reply of the Judge, and the sad, melancholic-looking man left the court.

"My lord," quietly interposed his clerk, as soon as the juryman had gone, "do you know who that man is you exempted?"

"No."

"He is an undertaker."—*Tit Bits.*

"Gentlemen of the jury," erupted the attorney for the plaintiff, addressing the twelve peers who were sitting in judgment and on their respective shoulder blades, in a damage suit against a grasping corporation for killing a cow.

"If the train had been running as slow as it should have been ran, if the bell had been rung as it ort to have been rang, or the whistle had been blown, as it should have been blew, none of which was did, the cow would not have been injured when she was killed!"

Key to Reporting Plate

—filled my buckets with coal and come back.

Q. What time was it when you came back by your watch?

A. It could have been about half past six.

Q. Did you look at your watch to see what time it was, whether it was six-thirty or not?

A. I did.

Q. Where were you when you looked at your watch last when it was 6:30? A. In the house.

Q. What time did you see Hogan carrying out any boxes Monday evening? A. About the same time.

Q. What time was it? A. About six-thirty, or five minutes earlier.

Q. You testified in the case against Harris, didn't you, about two weeks ago before Judge Carpenter?

A. Yes, I did.

Q. Didn't you at that time say that it was between six-thirty and a quarter of seven that you saw Hogan carrying out boxes on Saturday night? A. I went for coal twice.

Q. That is not the question. How long after the first time that you went for coal did you go the second time?

A. I come up once with a bucket and put it in the box and went down again for some more.

Q. What time was it by your watch the second time you went down to get coal? A. It could have been about six-thirty-five.

Q. Did you look at your watch? A. Yes, it was after seven.

Q. Did you look at your watch to see that it was after seven? A. Yes, I did.

Q. Did you put down in any book or on any paper the different times that you looked at your watch on this Saturday evening?

A. No, I remember it that way.

Q. Now was it the first or the second time that you went for coal that you saw Hogan carrying out any packages? A. The first and the second time. I saw him both times.

Q. During how long a time were they carrying out boxes on Saturday? A. About thirty-five minutes.

Q. Did you see him carry out boxes during those thirty-five minutes? A. Not all the time, just when I went for coal; I saw him every few minutes.

Q. Did you testify in the Baskin cases that you went down for coal twice on Saturday evening?

A. I do not remember.

Q. Now, you say, the wagon was standing in the rear?

A. Yes.

Q. Did you see the color of the wagon? A. I saw but I could not see whether it was white or black or red. It wasn't very light.

Q. Then as a matter of fact you didn't see the color of the wagon, did you? A. No, I did not, as I did not stand by the wagon.

Q. Did you see any horse? A. No.

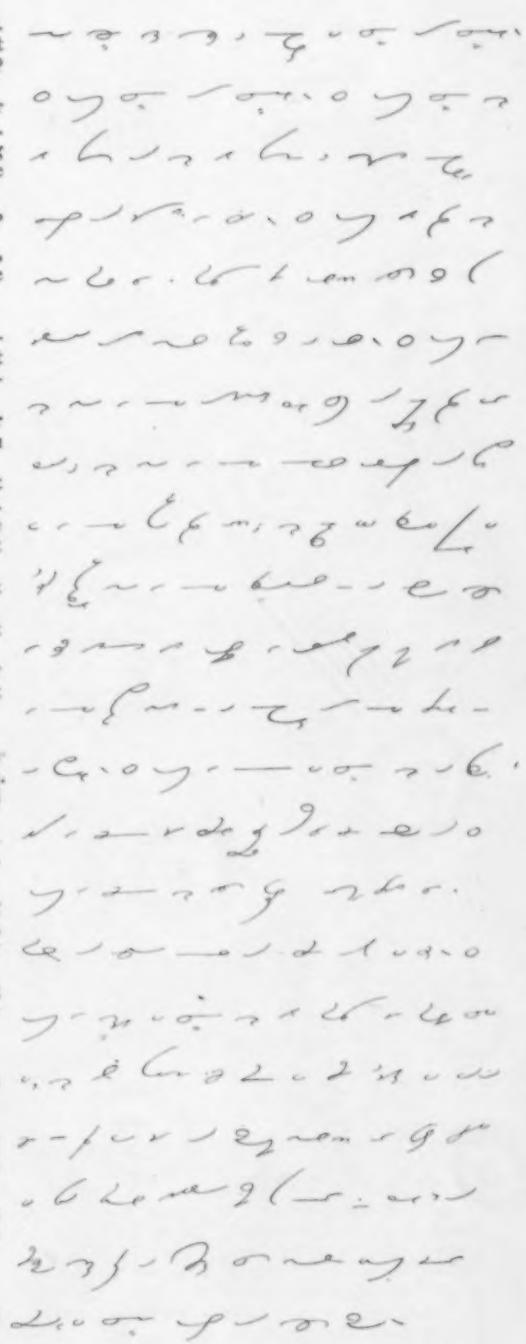
Q. Did you see any harness? A. No.

Q. How far away from the wagon were you?

A. From there (indicating)

Hall Caine on America

(The key to this plate will be given next month.)



Keys to Last Month's Shorthand Plates

General Business Letters

Western Hardware Company,
Davenport, Iowa.

Gentlemen:

We have your favor of the 10th inst., being your order No. 8193. In the matter of your message of the 7th inst., we interpreted the inquiry to be for shot for Chicago and made the quotation on that understanding. At the present moment for prompt shipment, we will make you 2,000 bags of shot delivered to Chicago at the $1.20 net rate as quoted. On entering an order for direct shipments with freights equalized, we would not care to undertake anything in equalization with other than Chicago and St. Louis jobbers and would not be able to handle such an order at anything like the prices named for Chicago delivery. While the freight to your city is in our favor, yet the expense of deliveries of small lots each day figures more, by a considerable amount, than the freight, and on an order for direct shipments we would not care just now to accept more than a thousand bags, and that at $1.30 per bag. If you can use the shot for immediate shipment to Chicago at $1.30, we shall be glad to have your order.

Hoping to hear from you favorably, we are
Yours truly,

Treasurer, Stanton Company,
Meeker, Colorado.

Dear Sir:

I have your letter of February 10. In reply thereto I will say that my draft for $408.93, as the letter of transmittal plainly stated, is for the purpose of paying the first half of 1901 taxes at Rio Blanco County, and is to be so applied. You have no authority to apply it otherwise. The matter of my 1900 taxes is now in the courts and it is for them to say whether the amount assessed against my property for that year is to be paid in full or upon the compromise basis which I have proposed in past correspondence. In the meantime, I certainly shall not make any payment upon the amount which, it is claimed, is due from me for 1900 taxes, and if you do not care to issue receipt for 1901 taxes, I will thank you to return the draft with your refusal and the reason therefor.

Respectfully yours,

Lawrence B. Eldon,
Boston, Mass.

Dear Sir:

Your letter of the 18th inst., making inquiries in regard to the progress made in the suit brought by the city against this company to compel the company to repair the Adams Street viaduct, is received. My letter of October 10 gives you the details in regard to the case up to the time of the filing of the appeal in the Supreme Court on November 20, and the judgment of the court below was affirmed. I then took an appeal to the Supreme Court of the United States. The city filed a motion to have the case advanced, and the hearing has been set for the 25th of this month. Briefs have been filed by both sides. I expect to go to Washington on the day set and make an oral argument in the case. It is impossible at this time to say what the outcome will be, but I anticipate that the former decision will be affirmed.

Yours truly,

Mr. L. A. Arnold,
Springfield, Mo.

Dear Sir:

Referring to your favor of February 2 regarding your lapsed policy, we would say that the matter has been referred to the Home Office, and we are expecting a reply daily. When it is received, we will advise you in regard to the matter.

Trusting that this is satisfactory, we remain
Very truly yours,

Miscellaneous Correspondence

Windsor Lumber Company,
21 West Madison Avenue,
New York City.

Gentlemen:

I am in receipt of your letter of the 16th, relative to the conditions under which we placed an order with you for some siding about a year ago. It is possible that I drew a wrong conclusion from our conversation, and I will not say that I placed the order with you on the condition that you ship it from Charleston, or that vicinity, although from our conversation I fully expected you to do so. I did not know that the mill arrangements which you had in contemplation at that time were dependent on the stock coming from that section. I remember being particularly interested in your talk, and felt that you might be able to make us lower prices than some others on account of these arrangements.

The lumber company with which you placed your order sublet it, and while the settlements evidently were satisfactory to us, it was not on the basis on which we bought the order, as much of the 8-foot stock had to be taken as 5-foot and 6-foot. We do not place orders for 8-foot with the expectation of having to cut it down to a shorter length. This gives us a surplus of the shorter length and necessarily a shortage of what we ordered; and I do not agree with you that the order in question was filled in a satisfactory manner.

Yours truly,

Kirk Brothers,
615 Fisher Bldg.,
Chicago, Ill.

Gentlemen:

We are pleased to advise that the catalogs received from you were entirely satisfactory—

not only was the quality of the book up to our expectations, but we were well pleased with your method of handling proofs, etc. We consider our No. 65 catalog, which you printed, the best we have ever published. The arrangement of mailing these direct from your plant was a great accommodation to us, as it was done better and for less money than we could have done it ourselves.

We expect to be able to submit copy for bids on our No. 66 catalog soon after the first of the year.

With all good wishes, we remain

Yours truly,

Monarch Steel Castings Co.,
Detroit, Michigan.

Gentlemen:

Your letter of the 15th inst., referring to our order No. 7801, is at hand. We note that you refer to your quotation as having applied to Monarch fittings only. We presumed, of course, that your prices would cover all kinds of fittings, the same as you have heretofore done, and did not notice that you were quoting only on the Monarch. Unless you can furnish this material in accordance with the terms specified on our order, please return the order to us by return mail.

Very truly yours,

Mr. C. T. Bigelow,
Springfield, Ill.

Dear Sir:

I am in receipt of your letter of the 16th, with reference to the repair cards recently received from your road. It strikes me that items on repair cards charged up on account of missing material should therefore be marked "No Bill." I feel sure that an arrangement of this kind would save much time at your office as well as at ours. I hope you will let me hear from you regarding your opinion in this matter at an early date.

I am referring the other matters mentioned in your letter to our superintendent, Mr. Williams, who will doubtless write you promptly.

Very cordially yours,

Mr. L. M. Arnold,
Denver, Colo.

Dear Sir:

You will note that complaints are made as to the condition of the stock yards at West Chester. A few loads of some filling material will probably fix them all right. Kindly take care of this matter.

Yours very truly,

Science and Partisanship

It is not a rare occurrence to find French scientific opinion casting doubts on the validity of German medical discoveries. Nor is it unusual for German scholarship to make certain reservations with regard to the labors of British archæology. On such apparently impersonal questions as the inheritance of acquired characteristics or the internal constitution of the molecule, national and local prejudice insist on making themselves felt. Clear-eyed science, engaged in rapt contemplation of the truth, does not altogether escape the astigmatic emotional factor of partisanship. We need not make the judgment too harsh. When scientific investigation has definitely given its verdict on a problem, no scientist deserving of the name will venture to question it out of partisan or patriotic prejudices. But such a great part of the scientific field is always in the pioneer stage of hypothesis and experimentation that a man may yield to the impulsive side of his nature without being utterly forsworn. We cannot imagine a German physiologist casting doubt on the circulation of the blood because an Englishman discovered the fact. But when a Koch or a Pasteur announces a tentative new advance in bacteriological research, the response is just a bit less warm on one side of the Rhine than on the other. Our own Professor Lowell's Martian canals have impressed themselves more on the American scientist than they have on the foreigner.

In the field of scholarship outside of the natural sciences, we are accustomed to make allowance for the partisan or national equation. History, that lamp for the guidance of humanity in its upward struggle, is, alas, too frequently trimmed and shaded for particular purposes. And it is not only the historians of the pre-scientific ages that sinned after this fashion. The giants of modern, scientific, historical writing in Germany have not hesitated to shape their work to patriotic ends. They have been accurate in the matter of detail, but have given themselves full scope in the matter of interpretation. If we speak of Germany, it is not that we overlook the case of a Macaulay writing in justification of the Whigs, or a Grote in favor of democracy. But the latter-day German historians have carried the partisan spirit further than it has ever been done, when we take into consideration the rigid standard of the modern scientific method. The histories of Mommsen and of Treitschke aim to popularize the imperialistic ideal, and, directly or by implication, the German Empire and the German military power. In no country has the professional class worked so hard to justify rational ideals as German professors have worked to the greater glory of the Teuton. The German virtues have become an obscssion. They rise to a Wagnerian climax in that amazing mass of erudition and sophistry, Houston Chamberlain's "Foundations of the Nineteenth Century."

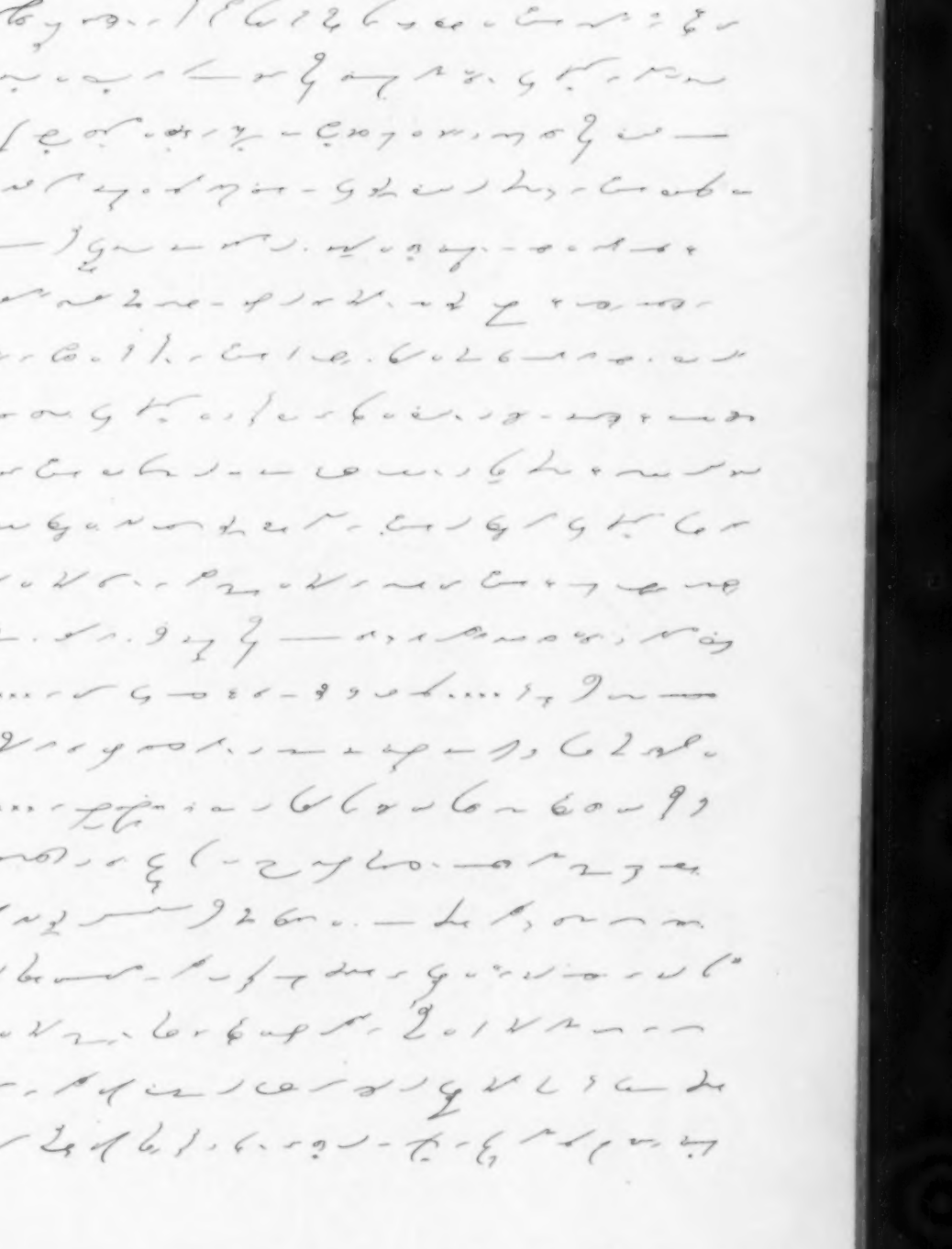
But, then, history is an inexact science and its accuracy suffers because it touches so intimately on practical affairs of life. Mark Hopkins said that if serious interests were ever dependent on proving that 2 and 2 are not 4, there would be no extraordinary difficulty in proving that 2 and 2 are 5. Any great political

issue like England's recent constitutional crisis brings out a remarkable unanimity of Liberal constitutional lawyers in favor of the Liberal solution, and a remarkable unanimity of Unionist constitutional lawyers in favor of the Unionist position. When the Italian Government, only the other day, wished to prove that Tripoli is a province worth fighting for, it had no trouble in finding experts in geology, geography, agriculture, and economics, under whose scrutiny the Tripolitan desert began to bloom like a rose, commodious harbors sprang up all along the coast, dried-up rivers began once more to run to the sea, and all the conditions necessary to a vigorous trade with the interior appeared overnight as if by magic. Nor do we say that such discoveries were altogether the product of the imagination. If the wish can be father to the thought, the thought in turn can become father to the act. Italian enthusiasm may succeed in reclaiming the Tripolitan desert land and ultimately justify the patriotic scientists who saw with their hearts as well as with their eyes.

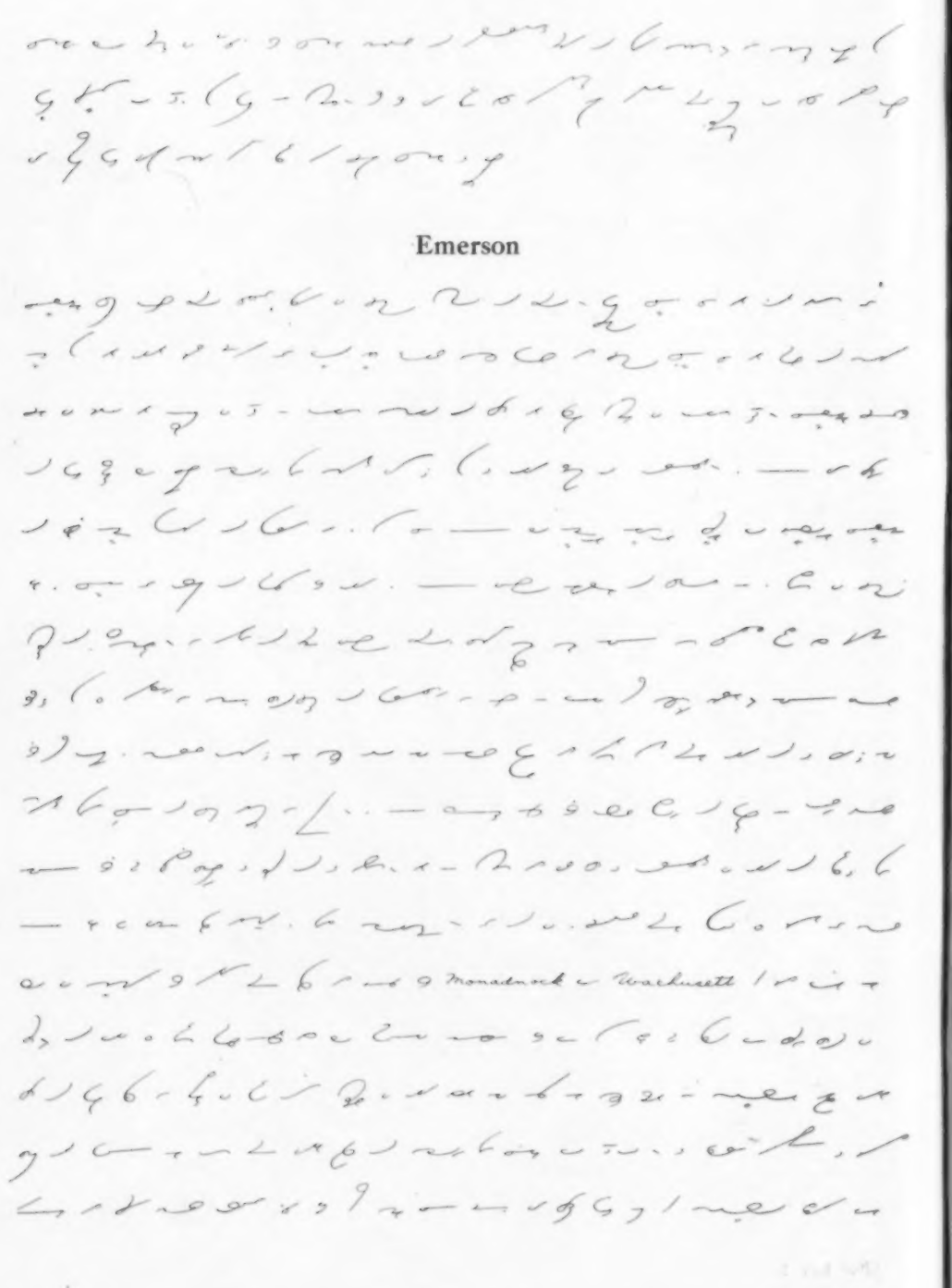
There is danger, of course, in overstating the case. With all the personal and national prejudices that may beset the scientist, science is still to-day the least parochial, the most truly cosmopolitan, of all the intellectual occupations or preoccupations of man. There is no other field that shows such world-wide and disinterested co-operation. The announcement of an initial discovery at any one place brings into play a thousand microscopes all over the world. It is only because we think of science as absolutely emancipated from the weaknesses of human character, that the appearance of this disturbing factor strikes us as anomalous. Yet we must recognize that no field of human endeavor can be altogether immune against the intrusion of the emotions. And the closer the implications of science touch upon the issues of every day, the more the emotions are bound to come into play.—*New York Evening Post.*

Be Wise—Renew!

Designed by Miss P. D. Beslin, Los Angeles, Cal.

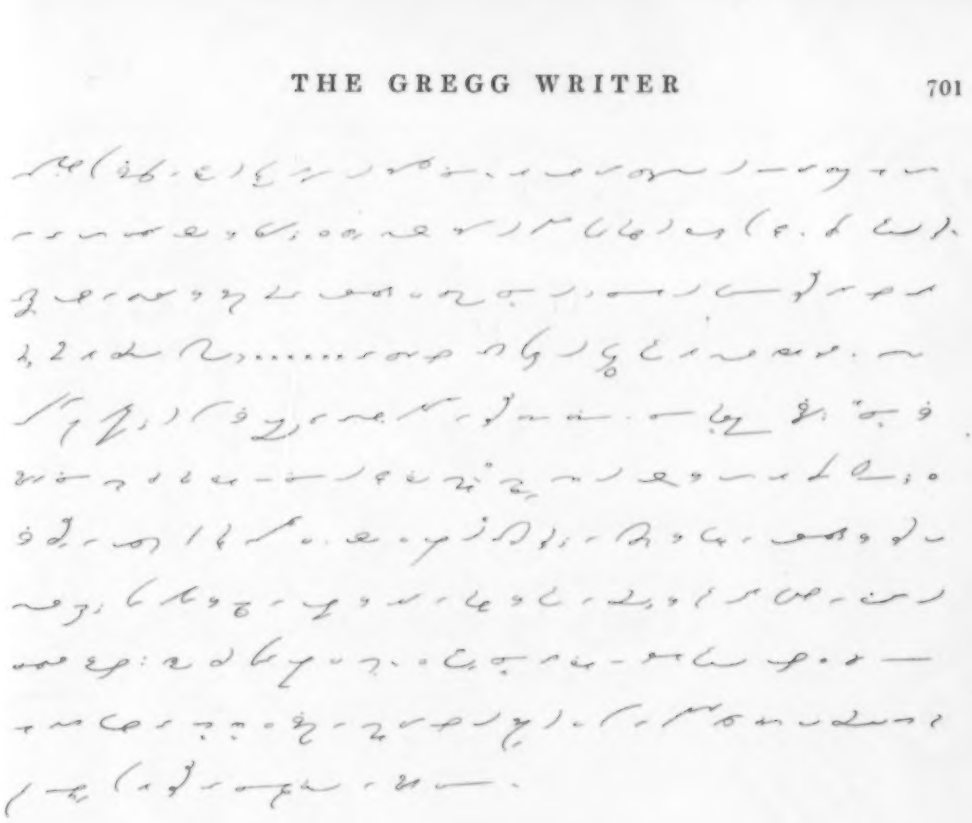


(For key to this plate, see "Expert Shorthand Speed Course," pages 99, 100, and 101.)

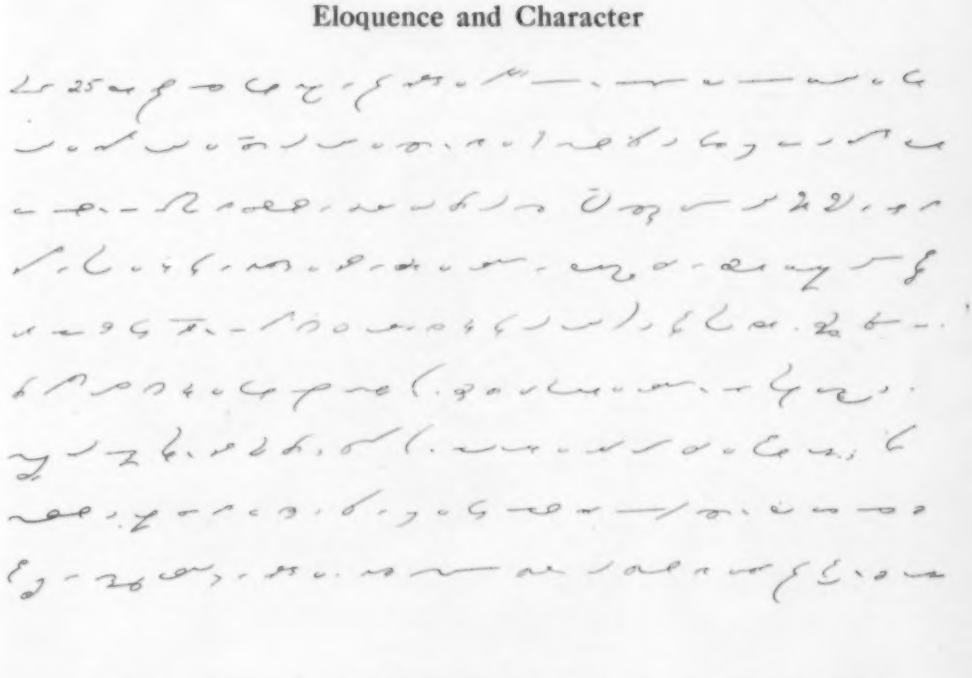


Emerson

(For key to this plate, see "Expert Shorthand Speed Course," pages 101 and 102.)



Eloquence and Character



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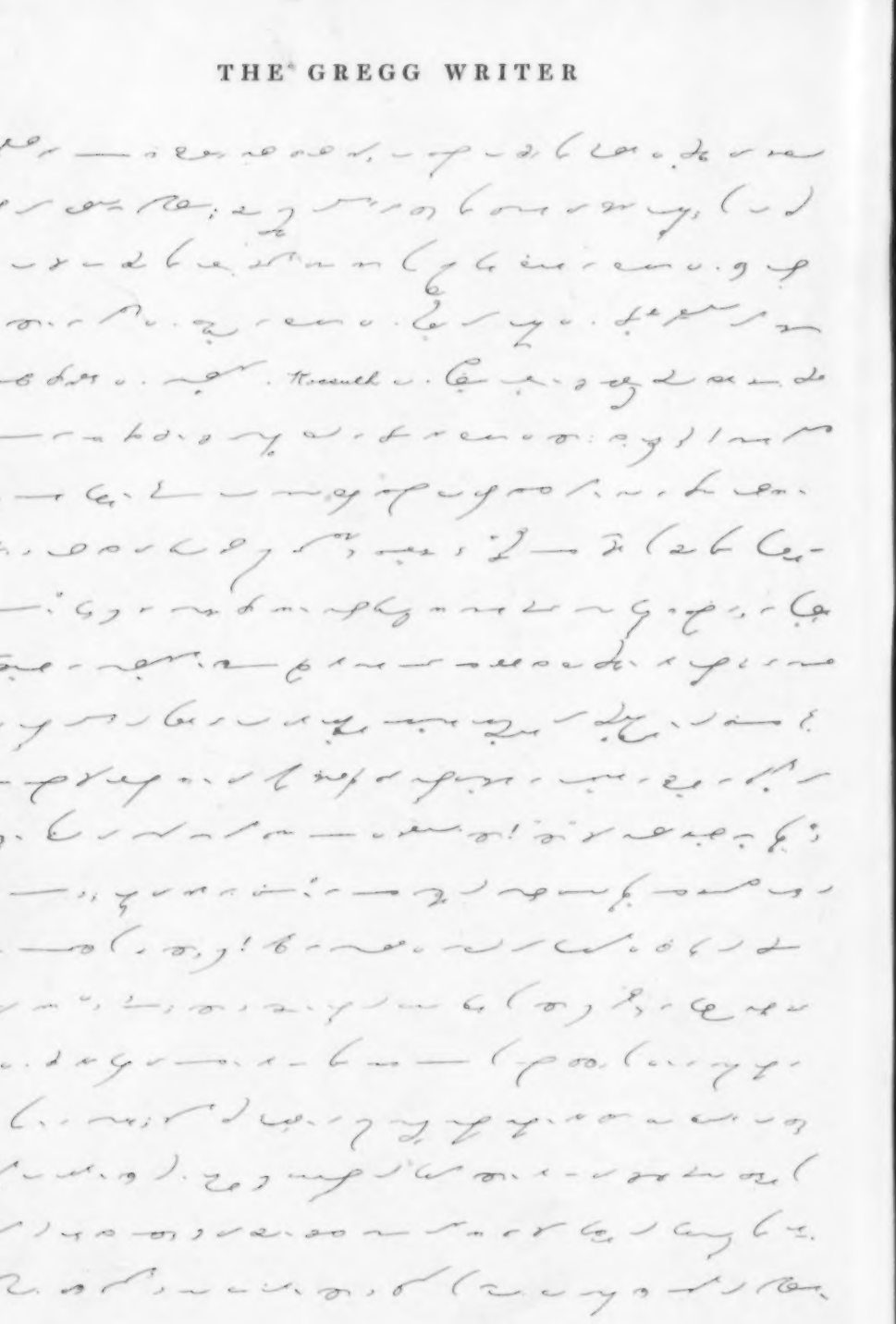

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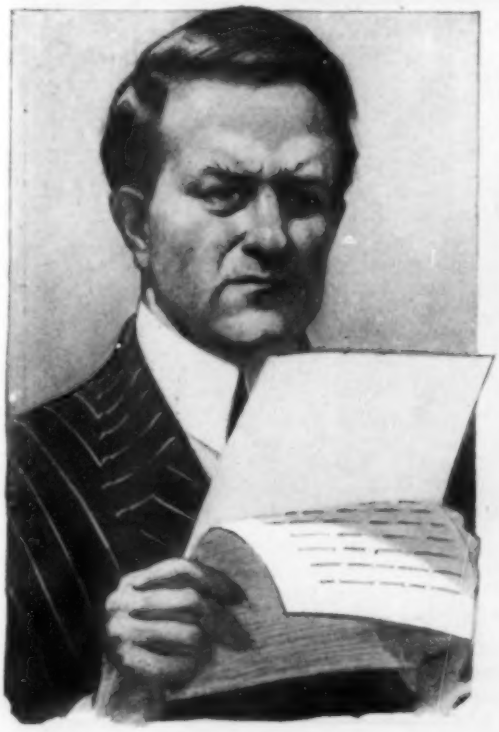

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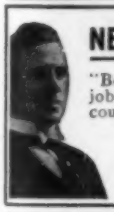
Circular and membership form sent on application.



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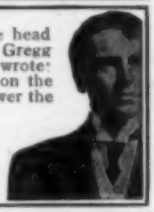

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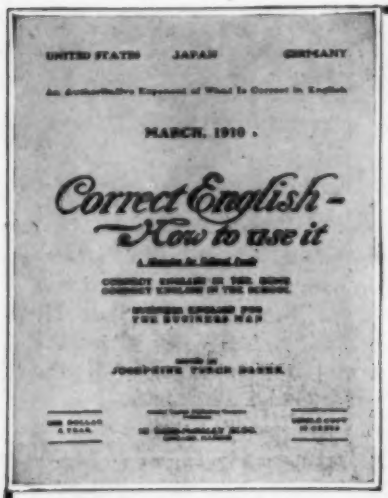

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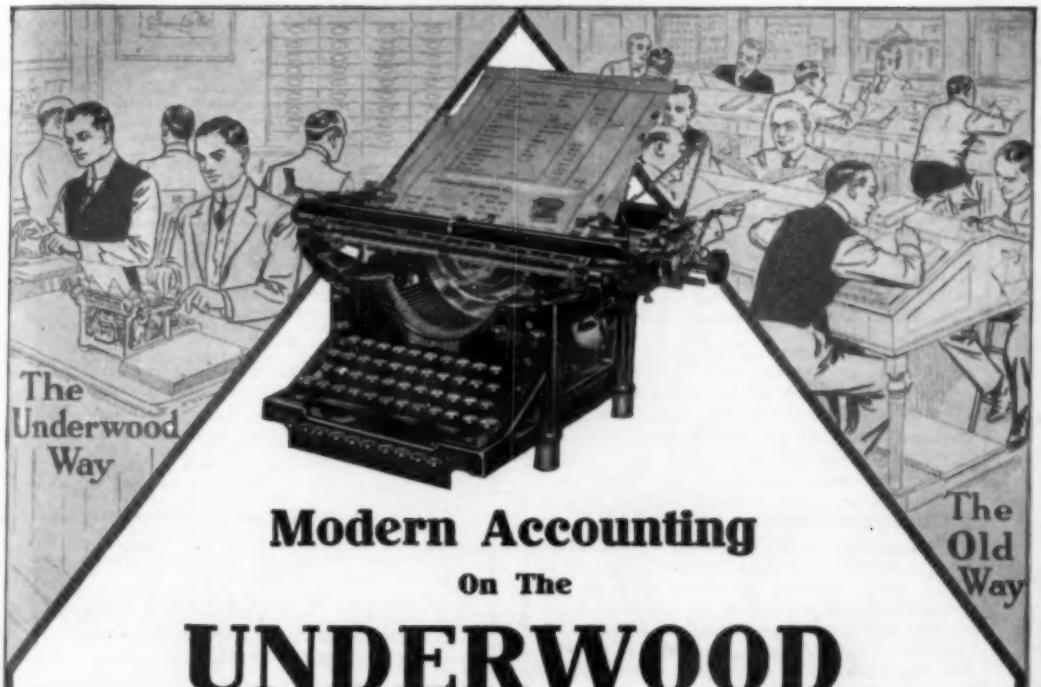

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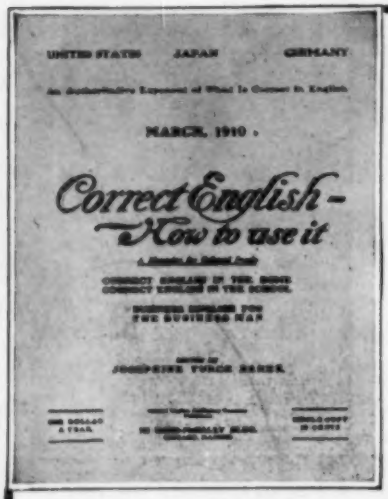

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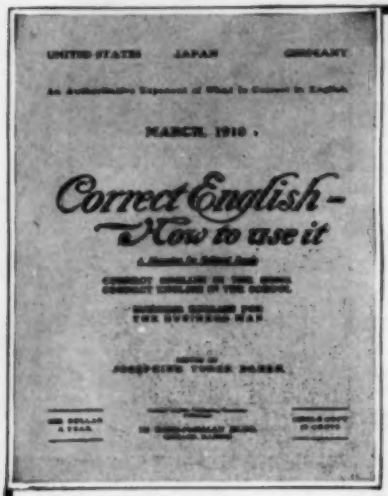

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Please send me free of all charge, your book on Fast Typewriting.

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Trained on the Remington

This is one of the best recommendations that any typewriter operator can have.

It means a knowledge of typewriting at its best. It also means a training which fits the typist better than any other training to do the work demanded by the business world.

Remington Typewriter Company
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New York and Everywhere

Record Breaking Speed and Accuracy

WORLD'S TYPEWRITING CHAMPIONSHIP

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Once each year for six consecutive years, at the Annual Business Show, Madison Square Garden, New York City, the World's Fastest Typewriter Operators have competed for the

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EVERY contest EVERY year in EVERY class has been won on THE UNDERWOOD TYPEWRITER

and the following are the World's Championship Records, for one hour's writing from unfamiliar matter, after five words were deducted for each and every error:

Year		*Winner*	*Net Words per Min.*	*Machine Used*
November 1st,	1906	Rose L. Fritz	82	UNDERWOOD
October 17th,	1907	" "	87	UNDERWOOD
October 22nd,	1908	" "	87	UNDERWOOD
September 30th,	1909	" "	95	UNDERWOOD
October 27th,	1910	H. O. Blaisdell	109	UNDERWOOD
October 26th,	1911	" "	112	UNDERWOOD

The winning operator may change but the winning machine is always THE UNDERWOOD

"The Machine You Will Eventually Buy"

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In addition to these records, UNDERWOOD operators hold the World's Amateur Championship, the World's School Championship—the English Championship, the Canadian Championship, as well as all other Official Championships.

The Official Record of the Underwood for one hour's work is 23 words per minute better than the best record of any other competing machine.

The Underwood Plant is over 50 per cent larger than any other.

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"If our stenographer could handle the advertising work, too, we could afford to pay $40 more a month."

In thousands of offices there is need for some one to write important advertisements, strong sales letters, effective cards, folders, or booklets, etc., that will produce more business. If the stenographer could do the advertising work, too, a big increase in salary would be sure. The new I. C. S. Advertising Course will train you to skilfully handle all branches of advertising. Write for prospectus, and learn of a work that pays **$25 to $50 A WEEK**

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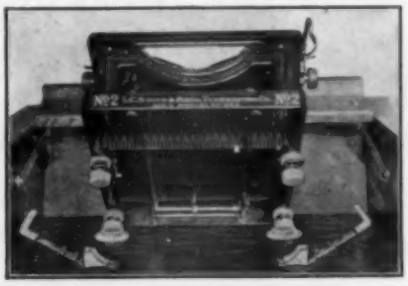
Decrease the Noise! Increase Your Speed!



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"SPRING CUSHION"

TYPEWRITER FEET

—Reduce noise to same extent as were machine suspended in mid-air.
—Soften the touch and *increase typewriting speed.*
—Absorb all jar and vibration; save wear on ribbons and carbons; double the life of the machine.

Permanent results guaranteed.

TABLE SETS $2 DESK SETS $2.50

Mailed on receipt of price and your money back if, at the end of 60 days, they have not proved indispensable.

(SPECIFY MAKE AND MODEL)

C. M. TURTON, NASHVILLE, TENN.

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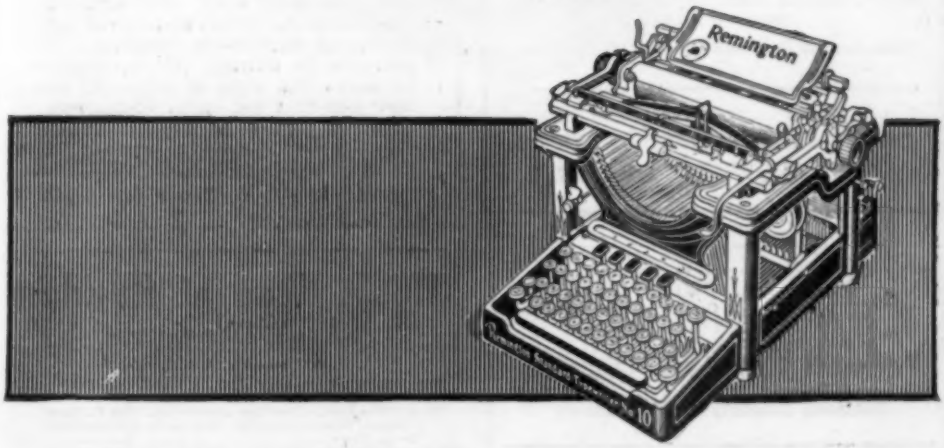
IT IS VERY SIMPLE—just a thorough knowledge of your system and plenty of dictation. The former depends entirely upon you, the latter you can have at any hour of the day or night with one of my DICTATION OUTFITS—my matter or your matter—any speed from ten words per minute to far above 200—clear as a bell. Speed and salary are synonymous—do you want to better yours?

J. N. KIMBALL - 1358 Broadway - NEW YORK CITY

The finest typewriting which can possibly be produced is that done on the world's best typewriter—

The

Remington



by the world's best typewriter ribbon—

the Paragon—both made, sold and guaranteed by the world's greatest typewriter house—

Remington Typewriter Company
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A Buy That Means 100% Bonus

¶ We have bought outright "The Progressive Stenographer." This again emphasizes the fact that **THE STENOGRAPHER is the National Magazine in stenographic circles** —a magazine you cannot do without.

¶ The purchase by us of this wide-awake, flourishing contemporary, we consider a large feather in our cap and a rich strike of "Pay Dirt" for you, our readers. It means that *your* magazine—THE STENOGRAPHER—is forging ahead at express speed; it means double value for your money—100 per cent. bonus; it means the biggest dollar's worth you ever had; it means that THE STENOGRAPHER is more than ever a salary builder.

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PLAYS Large List of New Professional and Amateur Plays, Vaudeville Sketches, Stage Monologues, Minstrel Material Jokes, Musical Pieces, Recitations, Dialogues, Make-up Goods, etc. Catalogue free. **T. S. DENISON & CO., Dept. 70, Chicago.**

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You can learn muscular movement—the only practical, sensible, business penmanship, at your home by the world's famous PALMER METHOD. Full unlimited course, with weekly criticism, $10.00; ought to be worth to you $10.00. a week in increased salary. We guarantee success or charge no tuition fee. Write today for free book on Palmer's Penmanship, with specimens of muscular movement writing. If you are in earnest, if you mean to make the most of yourself, do not put this off until to-morrow or to-night, but write AT ONCE.

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THE "JIFFY" TABULATING RULE
IS THE
Typewriter Scientifically Condensed
Combining Simplicity with Practicability

Quick as a lightning flash this rule gives the correct number, standing alone, plain as figures can express it, where to set the typewriter carriage for accurately centering headings by measurement and otherwise.

It enables stenographers when cutting mimeograph stencils from typewritten copy, or duplicating statements requiring rearrangement of columns of figures, to make right-hand margin even as the left. Neatness commands respect.

It shows the exact number of wide lines or narrow lines of typewriting contained in any letter or statement, and proves how much space a pen-written statement would occupy if typewritten.

It measures pica type, and elite type in pica space, scaling to 72 only. Explicit directions accompany each rule.

That's why practical stenographers indorse it and orders have been received from points thousands of miles away. **PRICE, 25 CENTS, POSTPAID.**

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CAPITALS and lowercase both are on the Smith Premier keyboard.

Isn't it obvious that it's easier to master when all the letters are before the pupil—each on separate keys and keys arranged in straight lines?

The keyboard with every character in sight is only one of 14 exclusive advantages of the new Smith Premier Model 10.

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Executive Offices: 319 Broadway

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has taken us all into her confidence. Everywhere about us is evidence of her wonderful work. A remarkable improvement is especially noticeable in advertising literature; take, for instance, business stationery: No better proof could be wanted than the rapidly increasing use of BROTHER JONATHAN BOND, "The Correspondence Paper of the Day;" it simply shows that business men of today appreciate the importance of "the right thing" for every purpose and demand it.

BROTHER JONATHAN BOND is the finest paper made for stationery intended to do credit to its user. The letterhead on this paper stands out in strong contrast from the ordinary letterheads because it is distinctive, dignified and elegant in appearance, and therefore commands favorable attention. BROTHER JONATHAN BOND insures economy because it is not expensive; it means highest quality because, for business stationery, there is nothing better made.

A SUPERB SPECIMEN BOOK—GRATIS

A copy of the most elaborate exhibit of letterheads ever published, containing reproductions by all processes, will be sent free of cost or obligation to buyers of stationery. Write for it on your present letterhead and learn how you may have paper luxury without extravagance.

J.W.BUTLER
PAPER CO.
ESTABLISHED 1844
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BUTLER BRAND PAPER THE BEST

WRITE NOW

On request, your printer will supply you with BROTHER JONATHAN BOND. It comes in White and Tints with Envelopes to Match.

Address Division 5

B. F. CLARK CHICAGO, STEINWAY HALL 21ST YEAR

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NORTHWESTERN OFFICE SPOKANE, WASH. PEYTON BLOCK

¶ Teachers desiring positions are referred to these agencies as worthy of their confidence. ¶ Mention the Gregg Writer when writing.

MANY OF THE

Best Schools in the United States

get their teachers *through this Bureau*. We always have openings for *first-class* teachers. We have some excellent places NOW. Free registration.

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Recommends college and normal graduates, specialists, and other teachers to colleges and schools.

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FROM OCEAN TO OCEAN

Come calls for teachers of shorthand, bookkeeping, telegraphy, penmanship, etc. If you are qualified along one or more of these lines, we can get you a position or a promotion. $2400.00 for a penman; $600.00 to $1800.00 for shorthand teachers; many other positions now open. Write us your qualifications and experience.

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29th YEAR *OVER 34,000 POSITIONS FILLED*

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The Logical Place to Register BECAUSE
It is the **OLDEST**
It is the **LARGEST**
It is **CENTRALLY LOCATED**
It has more **DIRECT CALLS** and
It has **FILLED MORE POSITIONS** than any other Agency

Commercial Teachers Always in Demand

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LUTHER B. D'ARMOND, Mgr. Commercial Dept.

DO YOU WANT A POSITION IN THE WEST?

"Seattle, Wash., Nov. 11. I will need an assistant about the first of the year who thoroughly understands Gregg Shorthand. He should be 'solid,' preferably married, of good habits, good voice, and a 'live wire.'"

Another great school, that pays top salaries, wires: "Seattle, Oct. 28. Want A1 Gregg Teacher. Have man send photo, shorthand notes and full information."

Plan now for emergency calls or choice 1912 positions. The best openings are reported to us.

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Robert A. Grant, Mgr. **Webster Groves, St. Louis, Mo.**

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Among the scores of emergency calls that have come to us since schools opened in September are these high schools: Des Moines, Ia.; Bloomfield, N. J.; Atlantic City, N. J.; East Orange, N. J.; Pittsfield, Mass.; Columbia, Miss.; Roanoke, Va.; Holyoke, Mass.; Manchester, N. H.; Waterbury, Conn.; Omaha, Nebr.; Wichita, Kan.; Fitchburg, Mass.; St. Joseph, Mo.—besides many private commercial schools and some colleges. Our candidates were chosen for the best of these. "No position, no pay" is our motto.

THE NATIONAL COMMERCIAL TEACHERS' AGENCY

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602 Youngerman Building, Des Moines, Iowa

1. Will enroll only good teachers.
2. Will place those teachers in touch with the best paying positions in the MIDDLE STATES, and the GREAT WEST and NORTHWEST.
3. Will ably assist worthy teachers to deserved positions.
4. Will not recommend a poor teacher.
5. Will send full particulars on request.

WRITE FOR OUR PLANS TO-DAY

THE YATES-FISHER TEACHERS' AGENCY

PAUL YATES, MANAGER

624 South Michigan Avenue, Chicago

IN spite of the fact that we located a great many commercial teachers during the season of 1911, it is true that we did not have candidates for half the positions in that line which came in to us. Never before in the history of our business have we had so many calls, particularly in the public schools. We need teachers for both departments, the bookkeeping and the stenography. It is nothing unusual for a good commercial teacher to receive $1500 and often more. Our Agency has the reputation of being wide-awake and aggressive. In addition to the ordinary means of keeping in communication with school officials, we publish school directories of every state and territory in the Union and send a copy of the directory of his own state to every person whose name is in the books. No matter how lucrative and pleasant your present position may be, it will pay you to become acquainted with us.

Reliable agencies find it profitable to advertise in the Gregg Writer. Good teachers find it profitable to enroll with good agencies.

WHY NOT GET THE BEST?

We receive the best calls for Commercial and Shorthand Teachers at good salaries. We also have a number of persons wishing to buy and sell Business Colleges. Let us help you.

Inter-State Teachers' Agency, Pendleton, Oregon

MID-CONTINENT
Teachers
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An Expert Typist Earned $9.40 One Afternoon

while holding regular position. "How to Become an Expert Typist" tells how. Tells how to avoid errors, how to typewrite as fast as you can write shorthand, how to take fast dictation direct to machine, etc. Experts earn salary of two old-fashioned stenographers. Send for your **Free Copy** today.

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in Cloth, Leather, Celluloid and metal, with your advertisement neatly stamped or printed on. Felt Pennants in colors, Felt Pen Wipers, Lead Pencils, Sanitary and Collapsible Drinking Cups, School Bags, Wood and Brass Rulers, Megaphones, Telephone Registers, etc.

Patented Printed Specialties

Redirect Mailing Cards. Gummed Labels, plain or in colors, Gummed Gold Seals, Gummed Embossed Labels, Gum Tape, for sealing pkgs., Gum Tape Machines, Calenders, Fans, Post Cards. Correspondence invited.

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ARE A REAL NECESSITY

We have the only one that can be used on ANY machine. It is made of japanned sheet steel, and cannot be broken. Can be used with or without a center-guide. Large illustrated catalog free.

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Increase your salary by Home Study. "Do it now." "Why not work for Uncle Sam?" Salaries $600 to $1800. Positions guaranteed. Civil Service, Penmanship, Bookkeeping, Shorthand, Typewriting, Engineering, Normal, Grammar School, High School, Agricultural and College Preparatory Courses thoroughly taught by mail. Matriculation fee $5.00. Tuition free to one representative at each post-office. Address

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Stop that muscle-straining, nerve-destroying, cramp-producing, pen-digging, finger movement writing. Easy Writing, Plain as Print, Rapid and Tireless, the position-securing, salary-raising kind, taught by Correspondence by the famous Palmer Method.

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43,970 Appointments were made to Civil Service places during the past year. Good life positions at $840 to $1,500 per year. Excellent opportunities for young people. Thorough instruction by mail. Write for our Civil Service Announcement, containing full information about all government examinations and questions recently used by the Civil Service Commission.

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Just a little Easier every minute

No Three O'Clock Fatigue

makes the

Light Touch Monarch

the typewriter of efficiency

THE light touch of the Monarch makes good work just a little easier for the operator every minute of her working day, than is possible with any other machine. This means much more work in the whole day and no three o'clock fatigue. Hence, more business, more profit. Write us and we will write you.

Better yet, let our nearest representative show you the Monarch. If he isn't near enough and you know of a good salesman, send us his name and address.

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Executive Offices: Monarch Typewriter Building, 300 Broadway, New York.
Canadian Offices: Toronto, Montreal,
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RENEW YOUR OLD DIM TYPEWRITER RIBBONS WITH RENU-RIBN IT WORKS

You apply it at the close of the day's work without removing the ribbon from the machine. The next morning it is ready for use. One vial sufficient for a dozen at least. Any color, and either copying or record.

The Churchill Co., Cedar Rapids, Ia., say: "RENU-RIBN is very satisfactory and all that it is claimed to be. Send us two more bottles and we will remit promptly."

You'll like it too.

50 cents by mail. Canada and Foreign, 75 cents.

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Good Positions

and increased Salaries are secured by Graduates of the Palmer Method of Business Writing. This Method is making more good Business Penmen than all other agencies combined. More than TEN THOUSAND GRADUATES during the past year. Do your part, and money will be refunded if you do not succeed. We teach you by correspondence at your home and make the course easy and fascinating.

Our beautifully illustrated new circular tells all about it. Write us to-day.

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The Stamp of Pencil Quality

DIXON'S American Graphite Pencils are made to fill every need. Send 10 cents in stamps for liberal samples of Dixon's Stenographer Pencils and copy of Dixon's "Pencil Guide."

Mention this paper.

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¶ The Gregg Dictionary is a handsome little book — vest-pocket size — containining about 7000 words. It is beautifully bound in flexible leather cover. Price, $1.00

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For twenty years the

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has been the leading penmanship school of America. And to-day it is still the recognized center for professional training in penmanship, practical and artistic.

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Lessons in business writing are given by America's leading penmen and teachers of penmanship.

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The Zaner Method

Complete Manual is the most complete book on business writing and methods of teaching writing now published. It contains 112 pages of copies and instructions.

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UNDER THIS HEADING you can possibly get in touch with just the position you want. This magazine goes to the most important schools in the country. Try it!

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THE BEST CHRISTMAS GIFT? A "Ten Year Pen"—the perfect pen for writing shorthand *fast*. Fills itself, cleans itself, never scratches, never leaks, guaranteed ten years—only $3. Write shorthand *the easy way*. "Hints" and leaflet free. H. F. Post, 1519 Monroe St., Chicago, Ill.

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TYPEWRITERS—Every kind on the market; write today for best bargain you ever secured. Shipped anywhere on approval, $10.00 up. Fletcher Typewriter Co., 206 N. 7th St., St. Louis, Mo.

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EUREKA—the finest typewriter ribbon in the world. For trial send for sample with your dealer's name. Send for "Facts" about carbon papers. Mittag & Volger, Park Ridge, N. J.

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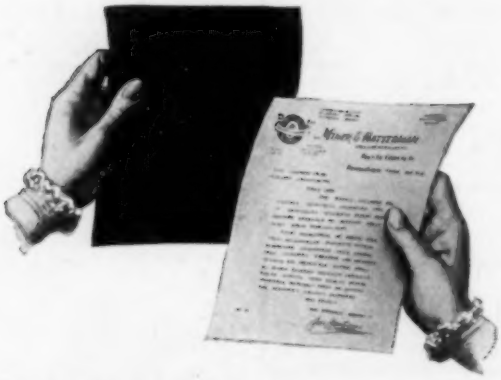
SEND FOR A COMPLETE LIST of our publications for stenographers. You'll surely want a copy of our new book—Office Training. It will help you to get an insight into the work of a business office—learn the methods—that even actual experience often fails to give. Gregg Publishing Company, New York and Chicago.

BOUND VOLUME XIII now ready. Substantial black cloth binding, with gold lettering. Price, $1.50, prepaid; to teachers and schools, $1.25. Address the GREGG WRITER, Chicago.



You Need This:

A Free Trial of MultiKopy Carbon

You need it, and this is why: The business man who "won't bother" to know about carbon paper is pretty sure to be bothered by bad carbon copies — unreadable and therefore useless.

A blurred or faded carbon copy, even if it has been six years in your files, is inexcusable. You might as well keep no copies at all of your letters and documents if you don't make ones you can trust absolutely.

TRADE MULTIKOPY MARK CARBON PAPER

makes copies that are absolutely permanent and clear. It doesn't fade or blur. It is clean to handle. Furthermore, while not low-priced, it is very economical, because one sheet will make good copies of 100 letters; and if you want manifolding, at one writing you can make 20 clearly legible copies.

MultiKopy is made in black, blue, purple, red and green; in six varieties to meet every requirement. Regular finish MultiKopy, lt. wt., makes 20 copies at one writing on onion skin paper; medium, 8; billing, 6. Hard Finish MultiKopy, lt. wt., 16; medium, 6; billing, 4.

Write for a free sheet, good for 100 letters.

F. S. WEBSTER COMPANY, 348 Congress Street, Boston, Mass.

New York, 396-8 Broadway
Chicago, 222 W. Madison Street
SALES OFFICES
Philadelphia, 908 Walnut Street
Pittsburg, 432 Diamond Street

Star Brand Typewriter Ribbons

guaranteed to make 75,000 impressions of the letters "a" and "e" without clogging the type so as to show on the paper. Will stand all conditions.

Let Me Send You this FREE Book on Fast Typewriting

Every stenographer, every man or woman contemplating becoming a stenographer, every beginner should send today for this free book on the Tulloss Touch System of Fast Typewriting. To the stenographer, it points the way to a better position, a bigger salary, tells how to become an *expert*. To the young man or woman who wants to become a stenographer—to the beginner—it will point out the surest way, the quickest way, the only *right* way to learn typewriting and fit yourself for the big paying position of an expert.

Packed With Vital Typewriting Secrets

This book tells more about actual, practical fast typewriting than the best instruction book you could buy. It clearly and specifically describes the Tulloss Touch System. Tells how thousands of operators all over the country have mastered this easy and practical system, and how you, too, can learn it and reach the speed and salary of the expert. It tells how hundreds of beginners have started by the Tulloss Touch System, have mastered it and gone into high salaried positions right at the start.

It tells how speed is gained, how mistakes may be prevented, what kind of practice work is best; 72 pages, in all, of useful valuable hints and helps. Any stenographer or beginner could well afford to *pay* for a copy—surely you will not pass by this opportunity to get one *absolutely free*.

The Tulloss Touch System

can be learned during your spare time if you are already a stenographer and will enable you to make the change from sight to touch without losing a day from your regular work. It will give you the speed and accuracy of the expert. Will bring you the increased salary of the expert. Easy, simple and practical, it can be quickly mastered by any stenographer. If you are a beginner, the Tulloss Touch System can be taken up and learned at your own home, or right along with your regular typewriting lessons, if you are at business college. Learn the touch system or if already a touch writer, increase your speed by a study of this system, and you can turn out more work and better work. You can get your work out on time—do away with overtime and night work. The Tulloss Touch System makes typewriting easy, interesting, reduces it to a science. You are not compelled to keep your eyes trained on the paper all the time—to watch for mistakes—to see that you have written the right letters. Learn the Tulloss Touch System and you can write with your eyes closed. It relieves your eyes of that constant strain—rests them. Does away with the "end-of-the-day" headache. Send for my big 72-page free book on fast typewriting today. Make your work easier, more interesting—learn the *right* way.

THE TULLOSS SCHOOL OF TOUCH TYPEWRITING
812 College Hill, Springfield, Ohio

Typewriting Speed Pays

And pays well. The experts, the high salaried stenographers, are always in demand and draw big salaries because they are speedy and accurate. They are speedy and accurate because they use the touch system. Learn the touch system yourself—do not be satisfied with your present speed, with your present typewriting ability. In a few short weeks, without interfering with your present work, you can learn this simple, easy speed-increasing and salary-raising system. If you are a beginner, start *now* to learn the touch system. Start *right* in the beginning. Don't waste your time and money preparing for an ordinary typewriting position—fit yourself for a high-salaried, congenial position. Become an expert. Earn big money at the start.

Send This Coupon Now

The Tulloss School of Touch Typewriting,
812 College Hill,
Springfield, Ohio.

Please send me free of all charge, your book on Fast Typewriting.

Name.....

Address.....

Position.....

The Supremacy of the Remington Typewriter

guarantees the superior opportunities of every Remington operator.

This explains in a sentence why most pupils want to be Remington operators and why they seek instruction in the schools which teach the Remington.

Remington Typewriter Company
(Incorporated)
New York and Everywhere

Everybody Loves a Winner

Year after year, as steadily as clockwork, the

UNDERWOOD TYPEWRITER

demonstrates its superiority in speed and reliability by winning every typewriting contest in every class at the Annual Business Show, Madison Square Garden, New York City.

1911 RECORDS

World's Professional Championship (*One Hour*)

1st —UNDERWOOD	*H. O. Blaisdell*	112	words per minute
2nd—UNDERWOOD	*Florence E. Wilson*	111	" " "
3rd UNDERWOOD	*Rose L. Fritz*	107	" " "
4th —UNDERWOOD	*E. A. Trefzger*	107	" " "
5th —UNDERWOOD	*J. L. Hoyt*	106	" " "

World's Amateur Championship (*Thirty Minutes*)

1st —UNDERWOOD	*Gus R. Trefzger*	98 +	words per minute
2nd—UNDERWOOD	*Margaret B. Owen*	98	" " "
3rd —UNDERWOOD	*Bessie Friedman*	90	" " "
4th —UNDERWOOD	*Lottie E. Betts*	83	" " "

World's School Championship (*Fifteen Minutes*)

1st —UNDERWOOD ..... *William F. Oswald* ..... 77 words per minute

World's Edison Transcribing Contest (*Ten Minutes*)

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NOTE—Above records are net. Five words were deducted for each and every error.

The Official Record of the *UNDERWOOD* for one hour's work is 26 words per minute greater than the best official record of any other competing machine.

Every *UNDERWOOD* used in above Championship Contests is a STOCK machine, an exact duplicate of which can be purchased in every large city in the world.

"The Machine You Will Eventually Buy"

Underwood Typewriter Company, Inc.

Underwood Building, NEW YORK

WANTED—Teachers of Advertising

Progressive schools must soon give as much attention to advertising—the science of promoting through publicity—as they do to commercial law. Whether you are teacher or proprietor, be foresighted; qualify to teach advertising and to advertise your own school skillfully. No one who has observed the popularity of correspondence instruction in advertising and the success of Y. M. C. A. advertising classes, can doubt that the call for competent advertising instructors for business schools will soon be general. Let us give you free information about a Course that represents the two years' labor of a staff of experts—a Course that will increase your income 50 to 100 per cent. Send the coupon; it puts you under no obligation.

International Correspondence Schools
Box 1132, Scranton, Pa.

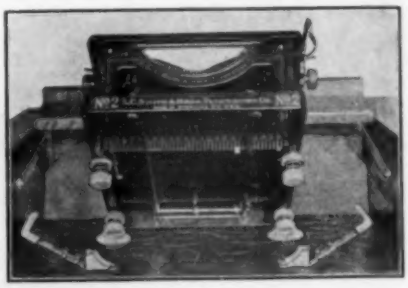
With the understanding that I am put under no obligation, you may send me prospectus and specimen pages of your New Advertising Course.

Name .....

Street and No. .....

City ..... *State* .....

Decrease the Noise! Increase Your Speed!



TURTON'S
"SPRING CUSHION"
TYPEWRITER FEET

—Reduce noise to same extent as were machine suspended in mid-air.
—Soften the touch and *increase typewriting speed.*
—Absorb all jar and vibration; save wear on ribbons and carbons; double the life of the machine.
Permanent results guaranteed.

TABLE SETS $2 DESK SETS $3.00

Mailed on 10 days' trial.
(SPECIFY MAKE AND MODEL)

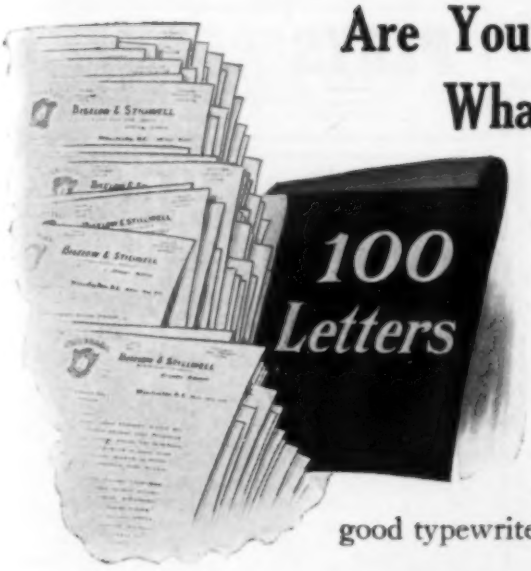
We have an interesting proposition for stenographers with spare time.

C. M. TURTON, 1137-39 Broadway, **Nashville, Tenn.**

The Speed Secret

IT IS VERY SIMPLE—just a thorough knowledge of your system and plenty of dictation. The former depends entirely upon you, the latter you can have at any hour of the day or night with one of my DICTATION OUTFITS—my matter or your matter—any speed from ten words per minute to far above 200—clear as a bell. Speed and salary are synonymous—do you want to better yours?

J. N. KIMBALL - 1358 Broadway - NEW YORK CITY



Are You Spending Five Times What You Need To?

Most carbon paper will make about 20 copies before the sheet is worn out. MultiKopy is good for 100 letters per sheet.

That shows the economy of using MultiKopy; but its great claim on you is its *permanency*. MultiKopy copies are actually more permanent than the original, unless an extra good typewriter ribbon made that original.

TRADE MULTIKOPY MARK **Carbon Paper**

is the one you should use. You don't want faded, blurred, smudging copies in your files. Use MultiKopy and be *sure* that your records are always ready for reference in a lawsuit if need be.

MultiKopy is all that a good carbon paper should be, because it is scientifically made. Just think *how* carbon paper works and *what* it must do, and you will readily see the place science has in making carbon paper.

Made in black, blue, purple, red and green; in six varieties to meet every requirement. Regular Finish MultiKopy, lt. wt., makes 20 copies at one time on onion skin paper; medium, 8; billing, 6. Hard Finish MultiKopy, lt. wt., 16; medium, 6; billing, 4.

FREE
Write for a sheet good for 100 letters.

Dictate this request today: "Send me a sheet of MultiKopy and literature about your other expense-and-worry-saving typewriter supplies."

Star Brand Typewriter Ribbons

Guaranteed to make 75,000 impressions of the letters "a" and "e" without clogging the type so as to show on the paper.

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Address letters to the Home Office

SALES OFFICES: New York, 396-8 Broadway; Chicago, 222 West Madison Street; Philadelphia, 908 Walnut Street; Pittsburg, 432 Diamond Street

A Buy That Means 100% Bonus

¶ We have bought outright "The Progressive Stenographer." This again emphasizes the fact that **THE STENOGRAPHER is the National Magazine in stenographic circles** —a magazine you cannot do without.

¶ The purchase by us of this wide-awake, flourishing contemporary, we consider a large feather in our cap and a rich strike of "Pay Dirt" for you, our readers. It means that *your* magazine—THE STENOGRAPHER—is forging ahead at express speed; it means double value for your money—100 per cent. bonus; it means the biggest dollar's worth you ever had; it means that THE STENOGRAPHER is more than ever a salary builder.

GET IN LINE! SUBSCRIBE TO-DAY—NOW

Twelve Numbers, $1.00; Three Months' Trial, 25c; Sample Copy, 10c.

Have you our Deskman's Manual? It's Free.

The Stenographer Company

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PLAYS Large List of New Professional and Amateur Plays, Vaudeville Sketches, Stage Monologues, Minstrel Material Jokes, Musical Pieces, Recitations, Dialogues, Make-up Goods, etc. Catalogue free.
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You can learn muscular movement—the only practical, sensible, business penmanship, at your home by the world's famous PALMER METHOD. Full **unlimited** course, with weekly criticism, $10.00; ought to be worth to you $10.00 a week in increased salary. We guarantee success or charge no tuition fee. Write to-day for free book on Palmer's Penmanship, with specimens of muscular movement writing. If you are in earnest, if you mean to make the most of yourself, do not put this off until to-morrow or to-night, but write AT ONCE.

THE A. N. PALMER CO.
Reliance Bldg., Union Square, New York

THE "JIFFY" COMPUTING RULE
IS AN
Auxiliary Tabulator
Indispensable to Stenographers
'TIS THE
Typewriter FUNDAMENTALLY Condensed

Quick as a lightning flash this rule gives the correct number, standing alone, plain as figures can express it, where to set the typewriter carriage for accurately centering headings by measurement and otherwise.

It enables stenographers when cutting mimeograph stencils from typewritten copy, or duplicating statements requiring rearrangement of columns of figures, to make right-hand margin even as the left. Neatness invites attention and commands respect.

It shows the exact number of wide lines or narrow lines of typewriting contained in any letter or statement, and proves how much space a pen-written statement would occupy if typewritten.

It measures pica type, and elite type in pica space, scaling to 72 only. Explicit directions accompany each rule.

That's why practical stenographers indorse it and why it is meeting with unparalleled success.

It combines simplicity with practicability and has no equal.

PRICE, 25 CENTS, POSTPAID.

JIFFY TYPEWRITER SPECIALTY CO.
(Not Inc.)
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Read This Course

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THE CHAUTAUQUAN MAGAZINE (Monthly—Illustrated. Membership included if desired). Containing: AS WE SEE OURSELVES—In drama, novel, short story, essay, journalism, etc. (Benj. A. Heydrick, Commercial High School, New York); A READING JOURNEY THROUGH SOUTH AMERICA (John Barrett, Director Pan-American Union, Washington, D. C., AMERICAN ENGINEERING (Carl S. Dow of Boston). The monthly magazine also serves in many interesting ways as a teacher for the reading course	2.00
Total	$8.50

All four books (cloth bound) and the Magazine $5.00*

*Remit 30c extra for postage or prepaid express. "Collect" charges are more.

"Easy for Anybody, Worth While for Everybody"

If in doubt, send stamp for handbook of testimonials.

Address Chautauqua Institution, Chautauqua, New York

Get the Chautauqua Idea

Dirt Worth $100 a Ton

You wouldn't buy a mine said to be worth that amount without the opinion of engineers. You hesitate—get advice.

SO in buying a typewriter, unless it is a SMITH-PREMIER. In that case the question has been decided for you.

It has twice been selected from among every name and make from every country as the most perfect writing machine by an International Committee of mechanical experts.

At Paris in 1900 At Brussels in 1910

Place your trust in their decision and you'll make no mistake.

The 1912 Model 10

The Superlative of Excellence

The Smith-Premier Typewriter Co., Inc.

319 Broadway, New York City

OUR CALENDAR ON REQUEST

"Y and E" Sectional Cabinet, designed especially for teaching office training

Your Students Must Now Know Filing

THE BUSINESS MAN is no longer satisfied with the stenographer who can merely write letters. He demands a knowledge of office routine—and particularly of *filing*.

The *filing* and *finding* of letters is an inseparable part of the stenographer's work; training for that kind of work is just as important in the stenographic course as it is in the other subjects.

The Office Training Cabinet

Contains all the equipment necessary for thoroughly drilling students in the fundamentals of filing, and to put them in a position to apply their knowledge definitely and *accurately*. There is nothing complicated about it. It enables the student to learn all about filing he needs to know—and in the minimum of time.

The cabinet is equipped for Vertical and Flat filing; is provided with Geographical, Subject, Numerical, and Alphabetical Guides; Card Systems, etc.

"Y and E" System Demanded

In teaching filing, teach the system that is in demand. The "Y and E" system is in demand everywhere; it is the *efficiency* system. Thirty years' accumulation of experience goes into every system we plan. We have systematized more than 480 lines of business. There isn't a schoolman, proprietor, or teacher, who wouldn't profit by *using* the "Y and E" system in his school for instruction purposes, as well as for his own records.

If you are training stenographers for efficiency, you need the cabinet illustrated—NOW. Write our System Department for full particulars.

Be first in your locality to prove your down-to-dateness in matters of instruction!

"Y and E" Records You Can Put Your Finger On

YAWMAN AND ERBE MFG. CO.

Dept. S, 438 St. Paul Street, ROCHESTER, N. Y.

Branches: (look us up) New York Boston Philadelphia Washington Pittsburgh Buffalo Cleveland Chicago Los Angeles San Francisco

A few desirable territories are open for enterprising dealers

B. F. CLARK CHICAGO, STEINWAY HALL 21st YEAR
THE CLARK TEACHERS' AGENCIES
NORTHWESTERN OFFICE SPOKANE, WASH. PEYTON BLOCK

Reliable agencies find it profitable to advertise in the Gregg Writer. Good teachers find it profitable to enroll with good agencies.

WHY NOT GET THE BEST?
We receive the best calls for Commercial and Shorthand Teachers at good salaries. We also have a number of persons wishing to buy and sell Business Colleges. Let us help you.
Inter-State Teachers' Agency, Pendleton, Oregon

FROM OCEAN TO OCEAN
Come calls for teachers of shorthand, bookkeeping, telegraphy, penmanship, etc. If you are qualified along one or more of these lines, we can get you a position or a promotion. $2400.00 for a penman; $600.00 to $1800.00 for shorthand teachers; many other positions now open. Write us your qualifications and experienc.
THE INSTRUCTORS' AGENCY
MARION, INDIANA

The Pratt Teachers' Agency
70 Fifth Avenue, New York
Recommends college and normal graduates, specialists, and other teachers to colleges and schools.
The Agency receives many calls for commercial teachers from public and private schools, and business colleges.
WM. O. PRATT, Manager

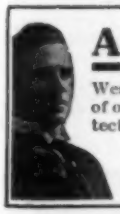
MANY OF THE
Best Schools in the United States
get their teachers *through this Bureau.* We always have openings for *first-class* teachers. We have some excellent places NOW. Free registration.
CONTINENTAL TEACHERS' AGENCY
BOWLING GREEN, KY.

Teachers of Commercial Branches, Shorthand and Penmanship, etc.,
secure first class positions through
THE ALBERT TEACHERS' AGENCY
623 South Wabash Ave., Chicago
Special Department. Send for "Teaching as a Business." Ten thousand teachers located.
Western Offices **Spokane, Wash.; Boise, Idaho**

MID-CONTINENT
Teachers
AGENCY

We are constantly in need of first-class Commercial, Shorthand, and Penmanship Teachers. We have no enrollment fee. A postal will bring our booklet and blanks.
J. E. BOYD, Manager,
720 Stewart Ave., Kansas City, Kansas

29th YEAR *OVER 34,000 POSITIONS FILLED*
WOULD YOU WIN ATTENTION CREATE INTEREST SECURE DESIRABLE POSITIONS **THEN REGISTER NOW**
THE FISK TEACHERS' AGENCY
Suite 814-823 Steger Building
CHICAGO
Other Offices: Boston, New York, Washington, Denver, Berkely, Los Angeles, Portland.
LUTHER B. D'ARMOND,
Mgr. Commercial Dept.


A TOP-NOTCHER! For Commercial Teachers! Here is the proof: Barnes of St. Louis; Spencerian of Louisville; Duff's of Pittsburg; Heald's of California; South Division High of Milwaukee; West High of Minneapolis; Warrensburg (Mo.) State Normal; Indiana (Pa.) State Normal—and scores of other good schools have selected our candidates. These schools employ "top-notchers" only. Protect your interests. Get our free registration blank for 1912 positions.
THE SPECIALISTS' EDUCATIONAL BUREAU
Robert A. Grant, Mgr. **Webster Groves, St. Louis, Mo.**

DELIVERING THE GOODS TO HIGH SCHOOLS Among the scores of positions we filled in 1911, these high schools suggest geographical range and quality: Commercial, Columbus, Ohio (3); Ashland, Ky.; Houghton, Mich.; Ansonia, Conn. (2); Oshkosh, Wis.; Tyrone, Pa.; East Orange, N. J.; Calumet, Mich.; Waterbury, Conn. (2); Brockton, Mass. (2); Perth Amboy, N. J.; Poughkeepsie, N. Y.; Chelsea, Mass.; Manistee, Mich.; Middletown, Conn.; Oneonta, N. Y.; Rome, N. Y.; Ogden, Utah; Deer Lodge, Mont.; South Division, Milwaukee; Elyria, Ohio; Pomona, Calif.; Manchester, N. H.; Omaha, Neb.; Holyoke, Mass.; Bloomfield, N. J.; West High, Des Moines—salaries from $70 to $190 a month. And this list omits many remunerative positions in places not widely known. Last year in February we were flooded with calls for fall engagement. **If you are going to change, get into the game right away,**—but be sure you mean business. Try us once. You will come again, as hundreds of others do. No registration fee. "No position, no pay."
THE NATIONAL COMMERCIAL TEACHERS' AGENCY
E. E. GAYLORD, Manager *A Specialty by a Specialist* **35 Ocean Street, BEVERLY, MASS.**

The THURSTON TEACHERS' AGENCY

FINDS POSITIONS FOR TEACHERS
FINDS TEACHERS FOR POSITIONS
PERSONALLY RECOMMENDS TEACHERS
ESTABLISHED SEVENTEEN YEARS
ANNA M. THURSTON, MANAGER
623 SOUTH WABASH AVE., CHICAGO

NORTHWESTERN TEACHERS' AGENCY

A. T. LINK, Manager — BOISE, IDAHO
REGISTRATION FREE — *NO POSITION, NO PAY*

Good Commercial Teachers Wanted in the Great Northwest for the coming year. Register now and let us aid you. Many of the *best positions are filled early*. Write us today for registration blank.

Midland Schools Teachers' Agency

602 Youngerman Building, Des Moines, Iowa

1. Will enroll good teachers.
2. Will place those teachers in touch with the best paying positions in the MIDDLE STATES, and the GREAT WEST and NORTHWEST.
3. Will ably assist worthy teachers to deserved positions.
4. Will send full particulars on request.

WRITE FOR OUR PLANS TO-DAY

THE YATES-FISHER TEACHERS' AGENCY

PAUL YATES, MANAGER

624 South Michigan Avenue, Chicago

IN spite of the fact that we located a great many commercial teachers during the season of 1911, it is true that we did not have candidates for half the positions in that line which came in to us. Never before in the history of our business have we had so many calls, particularly in the public schools. We need teachers for both departments, the bookkeeping and the stenography. It is nothing unusual for a good commercial teacher to receive $1500 and often more. Our Agency has the reputation of being wide-awake and aggressive. In addition to the ordinary means of keeping in communication with school officials, we publish school directories of every state and territory in the Union and send a copy of the directory of his own state to every person whose name is in the books. No matter how lucrative and pleasant your present position may be, it will pay you to become acquainted with us.

DIXON'S

The Stamp of Pencil Quality

DIXON'S American Graphite Pencils are made to fill every need. Send 10 cents in stamps for liberal samples of Dixon's Stenographer Pencils and copy of Dixon's "Pencil Guide."

Mention this paper.

JOSEPH DIXON CRUCIBLE CO.
Jersey City, N. J.

Good Positions

and increased Salaries are secured by Graduates of the Palmer Method of Business Writing. This Method is making more good Business Penmen than all other agencies combined. More than TEN THOUSAND GRADUATES during the past year. Do your part, and money will be refunded if you do not succeed. We teach you by correspondence at your home and make the course easy and fascinating. Our beautifully illustrated new circular tells all about it. Write us to-day.

The A. N. Palmer Company
Reliance Bldg., Union Square, New York

BOUND VOLUME XIII NOW READY

Substantial black cloth binding, with gold lettering. Price $1.50, prepaid; to teachers and schools, $1.25. Address the GREGG WRITER, Chicago.

Important Please look at your address label, and if your subscription has run out, renew promptly.
If you change your address, notify us promptly, giving both old and new address.

GOVERNMENT POSITIONS
46,202 Appointments were made to Civil Service places during the past year. Good life positions at $840 to $1,500 per year. Excellent opportunities for young people. Thorough instruction by mail. Write for our Civil Service Announcement, containing full information about all government examinations and questions recently used by the Civil Service Commission.
COLUMBIAN CORRESP. COLLEGE, WASHINGTON, D. C.

Renew Your Old Dim Typewriter Ribbons With RENU-RIBN It Works
You apply it at the close of the day's work without removing the ribbon from the machine. The next morning it is ready for use. One vial sufficient for a dozen at least. Any color, and either copying or record.
The Churchill Co., Cedar Rapids, Ia., say, "RENU-RIBN is very satisfactory and all that it is claimed to be. Send us two more bottles and we will remit promptly."
You'll like it, too.
50 cts. by mail. Canada and Foreign, 75 cts.
The RENU-RIBN Co.,
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Box 226, . . Kenora, Ont., Canada
40 Shandwick Place, . Edinburgh, Scotland

Advertising Specialties in Cloth, Leather, Celluloid and metal, with your advertisement neatly stamped or printed on.
Felt Pennants in colors, Felt Pen Wipers, Lead Pencils, Sanitary and Collapsible Drinking Cups, School Bags, Wood and Brass Rulers, Megaphones, Telephone Registers, etc.
Patented Printed Specialties Redirect Mailing Cards. Gummed Labels, plain or in colors, Gummed Gold Seals, Gummed Embossed Labels, Gum Tape, for sealing pkgs., Gum Tape Machines, Calenders, Fans, Post Cards. Correspondence invited.
Thos. MacTaggart, 709 N. 19th St., Philadelphia, Pa.

Improve Your Business English
—BY—
Correspondence
—for particulars, address—
Correct English Correspondence School
JOSEPHINE TURCK BAKER, Director
5 NORTH WABASH AVENUE
CHICAGO :: ILLINOIS
Ask for description of Josephine Turck Baker's Latest Book: **CORRECT BUSINESS LETTER WRITING AND BUSINESS ENGLISH, Price, $1.25.** A Book that every Business Man and Commercial Student should have on his desk.

CARNEGIE COLLEGE HOME STUDY

DR. W. R. HARPER

Stop! Read! Think! Act!
The most prominent educators of this country heartily endorse the correspondence method of instruction. Dr Harper's statement may be taken as typical. He said the correspondence method of teaching is superior to the oral, because class instruction requires a retentive memory, and unless you have this, much of the matter is forgotten.
The Carnegie College has maintained Home Study Courses for years. This may be your only plan to secure an education. Will you adopt it?
$15.00 SPECIAL TUITION SCHOLARSHIPS $15.00
The Carnegie College grants "Special Tuition Scholarships" to the first five applicants from each postoffice.
Under the "**Special Tuition Scholarship,**" the cost of instruction is reduced to only $5.00 per year, payable for three years in advance. Students are also given special rates in renting or purchasing typewriters and books. Write for Students' rates on typewriters. Graduates are also assisted in securing advanced positions free of cost. Gregg Shorthand is the system taught. Many expert shorthand writers are to be found among our students. Apply for scholarship to-day.
COURSES OF STUDY

Normal	**Shorthand**
Academic	**Typewriting**
Grammar School	**Journalism**
High School	**Steam Engineering**
College Preparatory	**Civil Service**
Teachers' Professional	**Electrical Engineering**
Language	**Electric Wiring**
Agricultural	**Civil Engineering**
Poultry Culture	**Mechanical Drawing**
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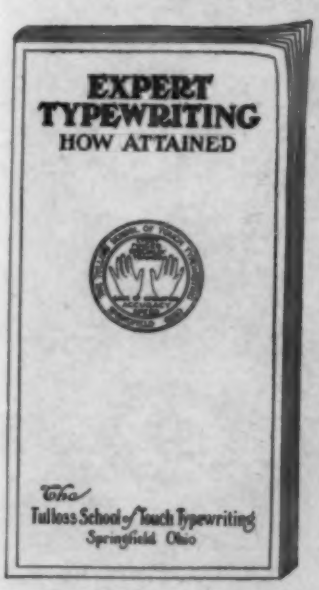

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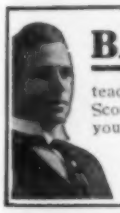
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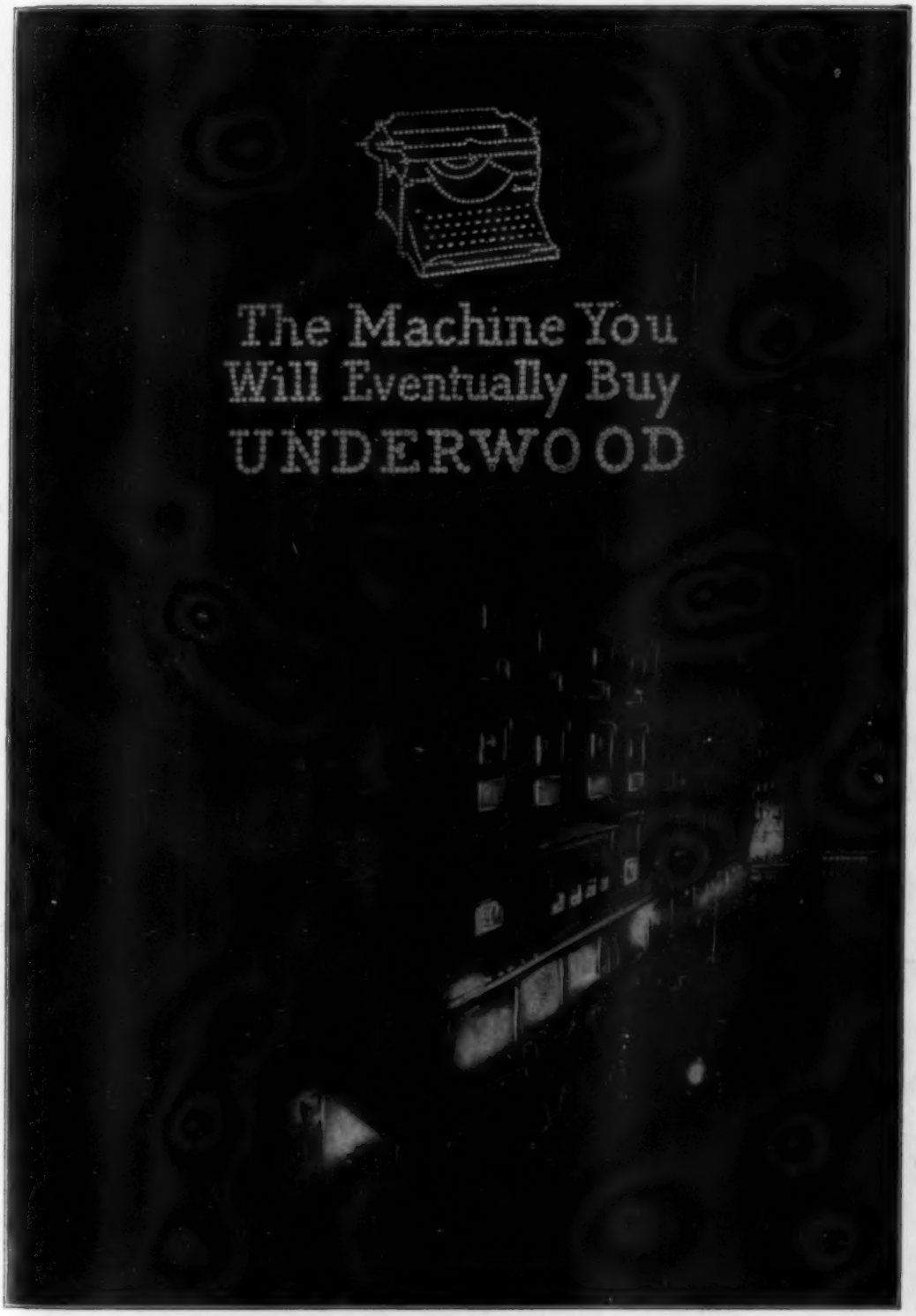
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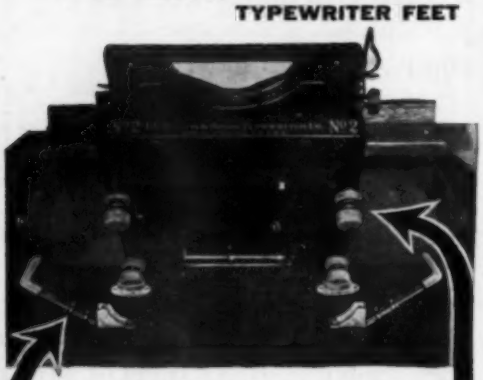

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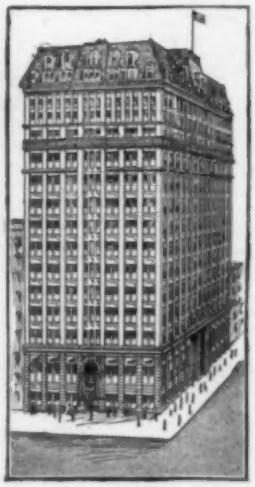

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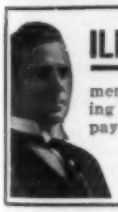

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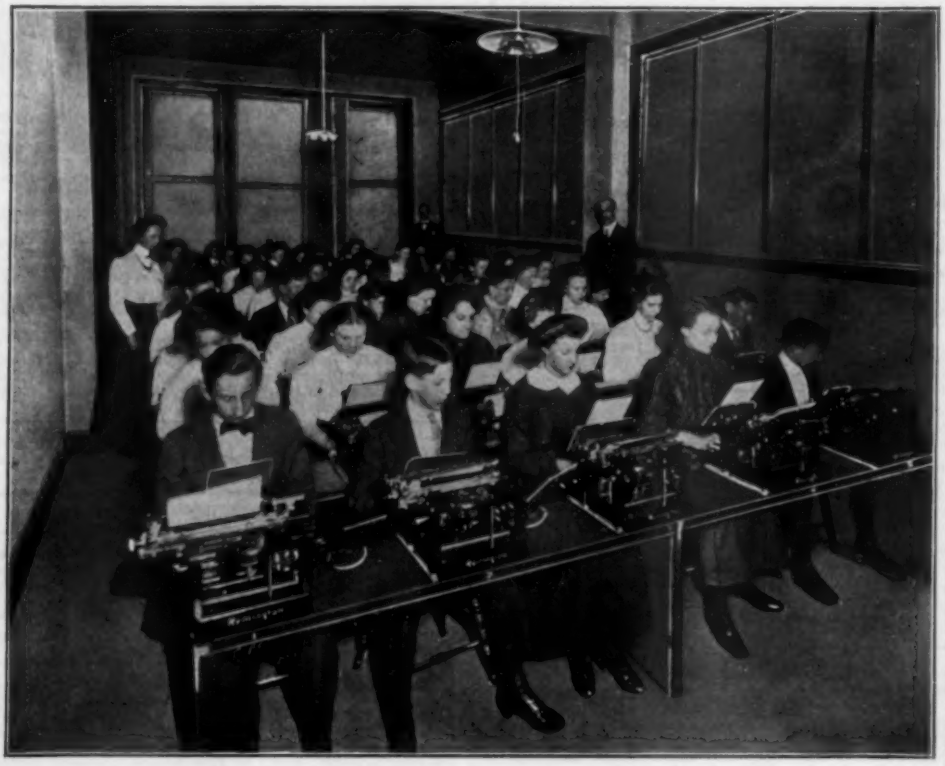

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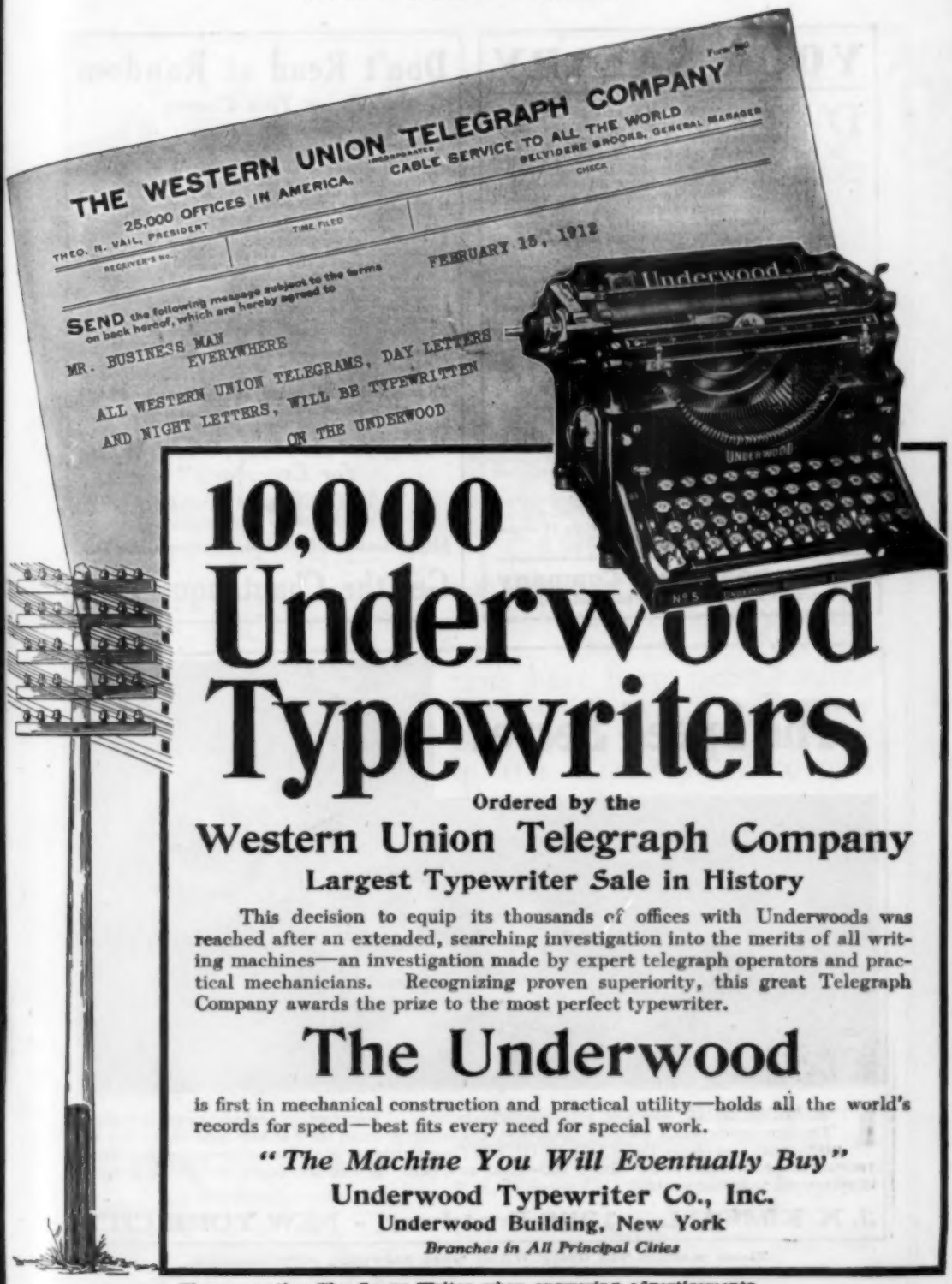

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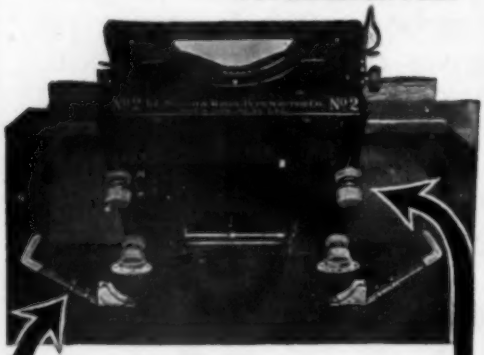

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In the PACIFIC NORTHWEST
for next Fall
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Free Registration. No Position, No Pay.
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29th YEAR *OVER 34,000 POSITIONS FILLED*
A Matter of Special Interest to Commercial Teachers
Schools, colleges, universities are now reporting their needs for next year, and well equipped candidates are always in demand. ***Right now is the time to register for high-grade positions.***
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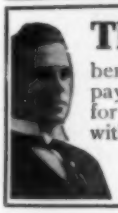
The Head of a large high school says: "I want two, and possibly three, strong commercial teachers for September." Another: "We want a good man with college training and can pay $1000 to $1500 to start." A great business school wants a new head for their shorthand department. Unusual opportunities are being listed with us. If you want a better future, write us now.
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Robert A. Grant, Mgr. Webster Groves, St. Louis, Mo.
GOOD POSITIONS FOR GOOD COMMERCIAL TEACHERS OUR SPECIALTY

ROCKY MT. TEACHERS' AGENCY 1545 GLENARM - DENVER COLO

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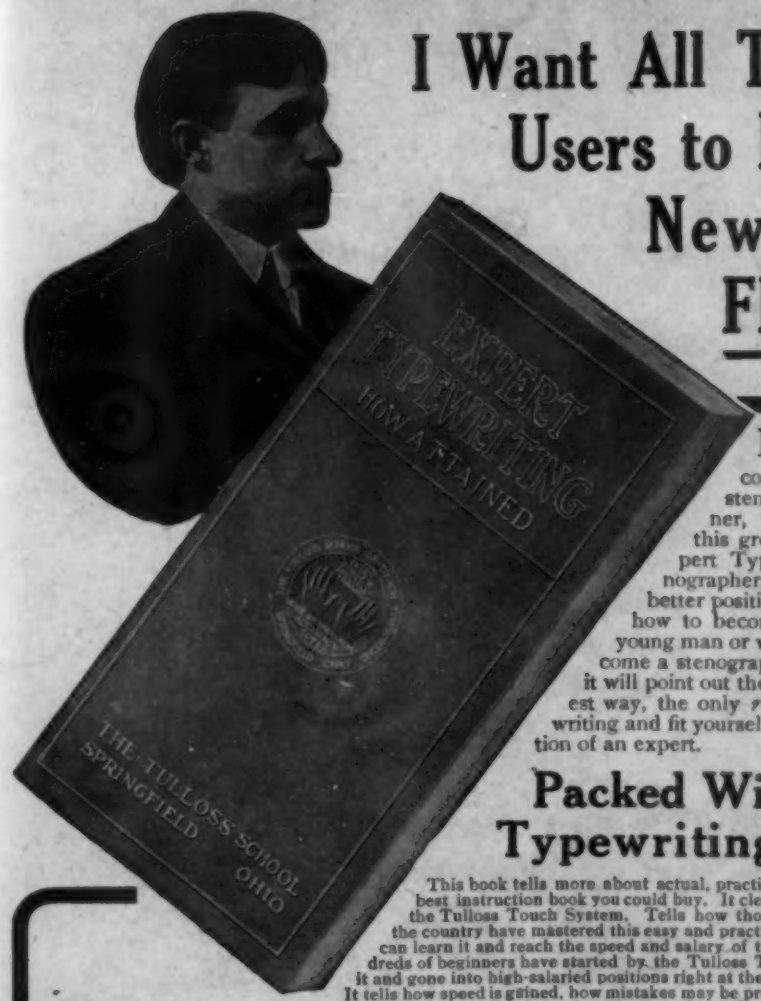

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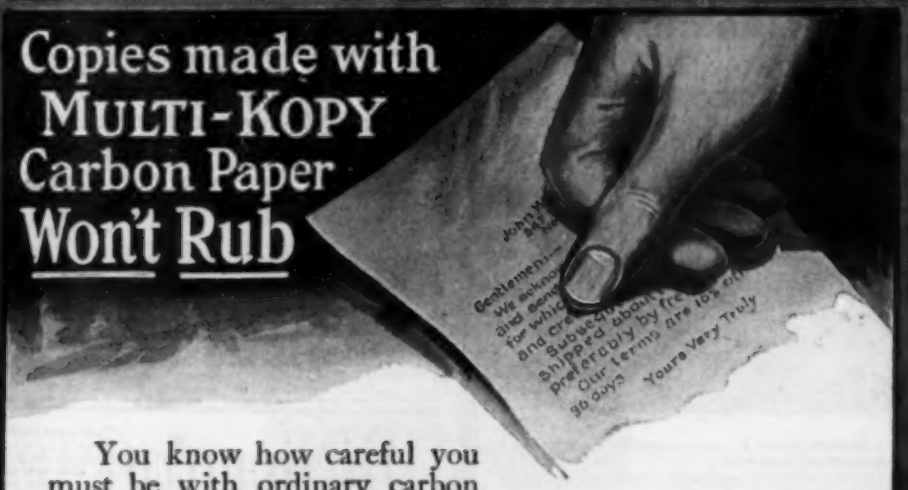

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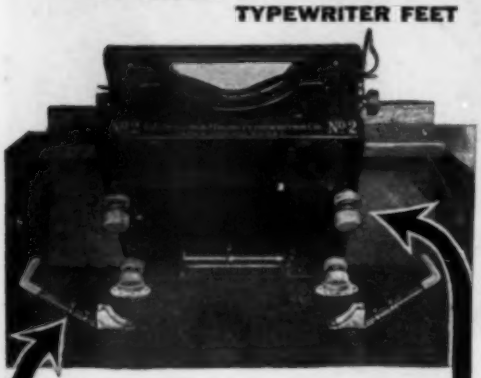

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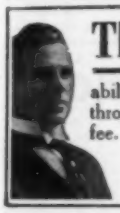

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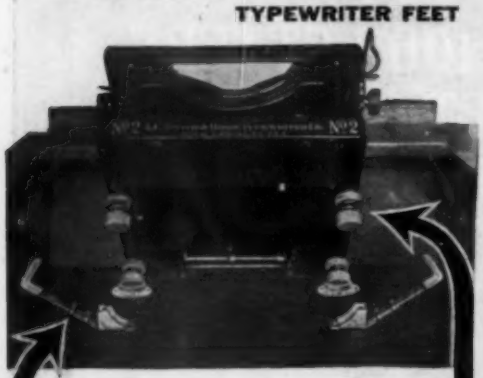

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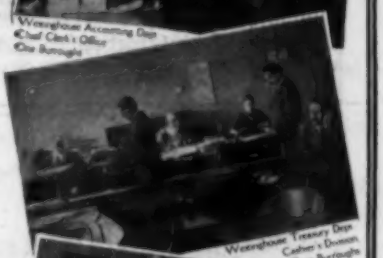

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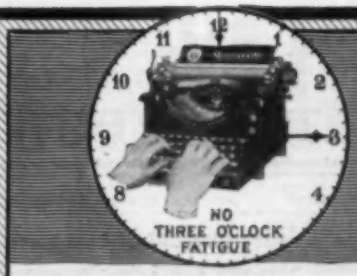

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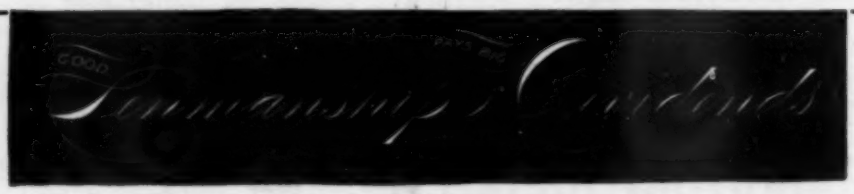

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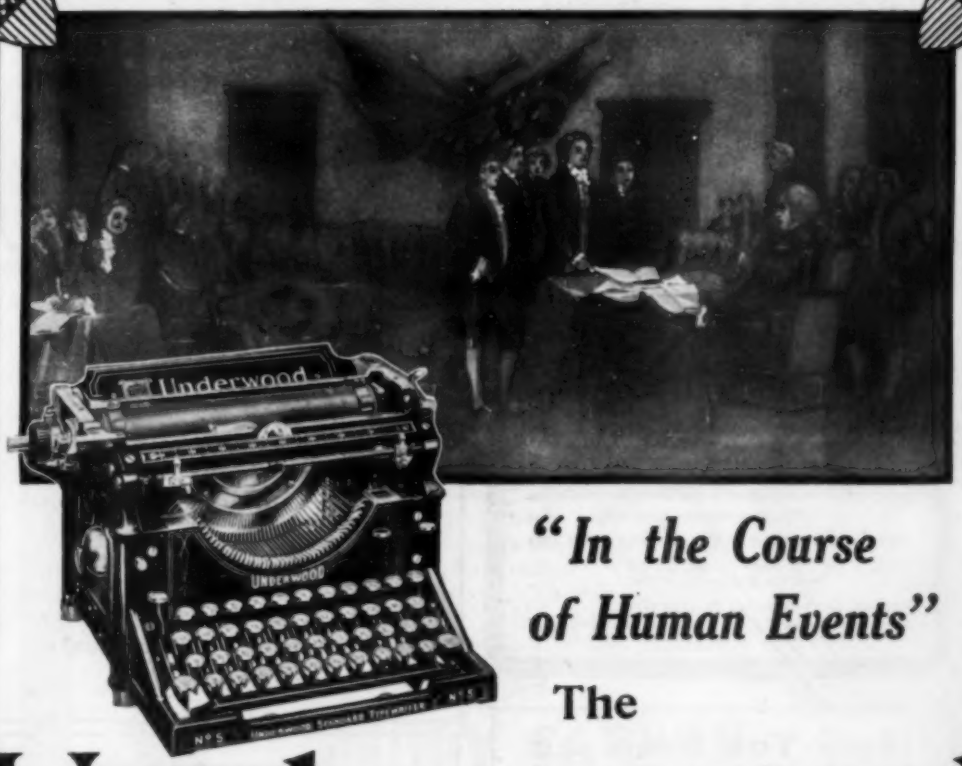

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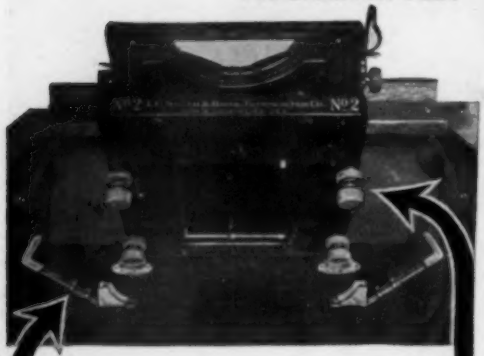

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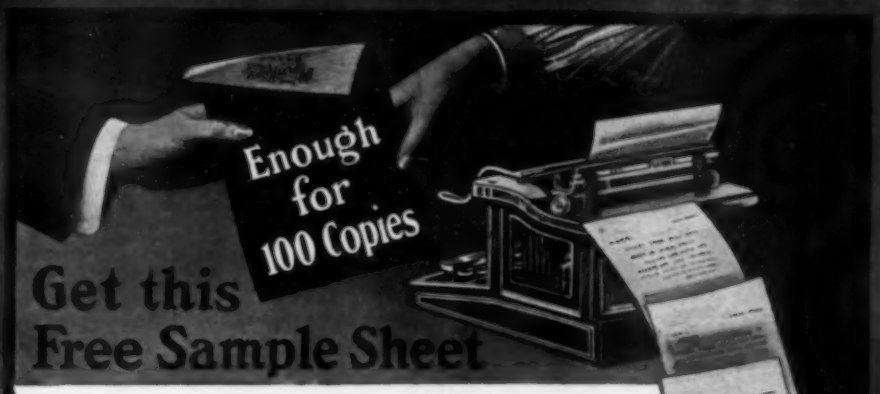

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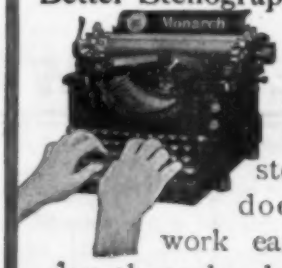

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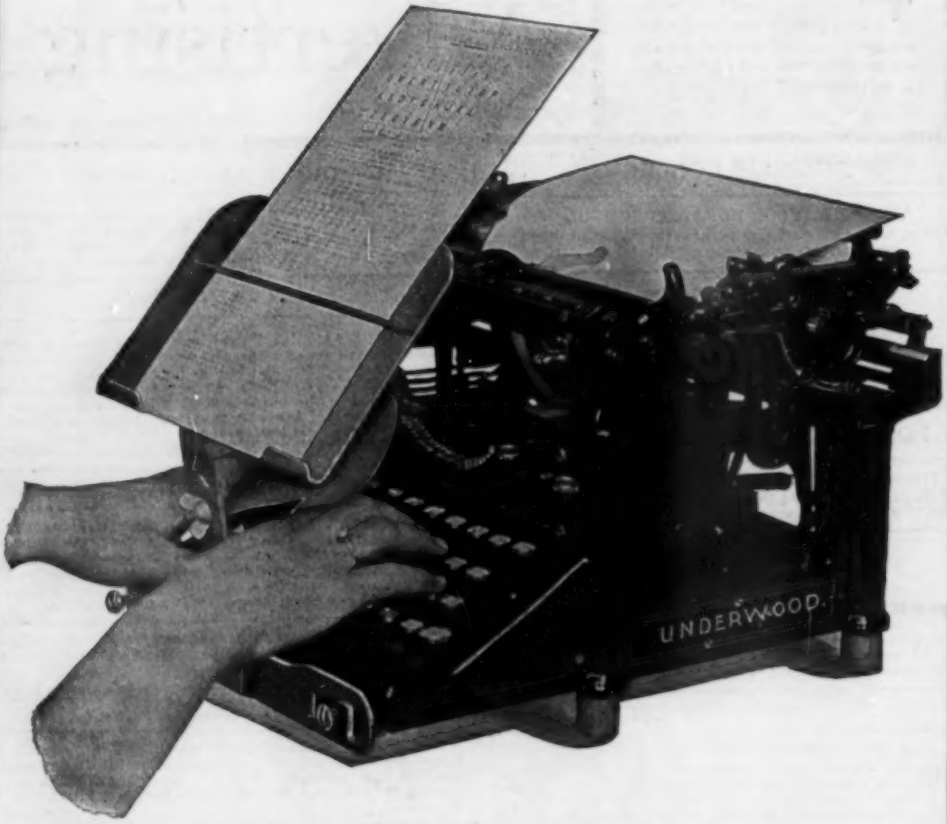

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